



# PKI End-User Training



**Certificate Utilization**

**PKI Release 3 v3**

6/20/2002

For Official Use Only

# Requirements for Outlook 2000 Certificate Utilization



- Required Software must be Loaded
- Load Certificates into IE/Outlook
- Configure Outlook for Certificate Utilization
- Add MS Outlook Contacts and PKI Certificates to Contacts
- Send DoD PKI Signed & Encrypted Message in Outlook



# **Outlook 2000 Certificate Utilization**

## **Lesson 1**

**Required Software must be Loaded**

# System / Software Requirements



- Windows 98 2<sup>nd</sup> Edition, 2000, or NT 4.0 w/SP6a
- MS Outlook 2000 w/SR1A w/SP 2
- MS Internet Explorer (IE) 5.5 or higher
- 128 bit cipher strength applied to all

Note: Netscape Communicator 4.73 or better (but NOT 6.0) may be used for e-mail and browser, but it is not addressed in the Microsoft flavor of PKI. IE6 is The USMC standard.

# **Outlook 2000 Certificate Utilization**



## **Lesson 2**

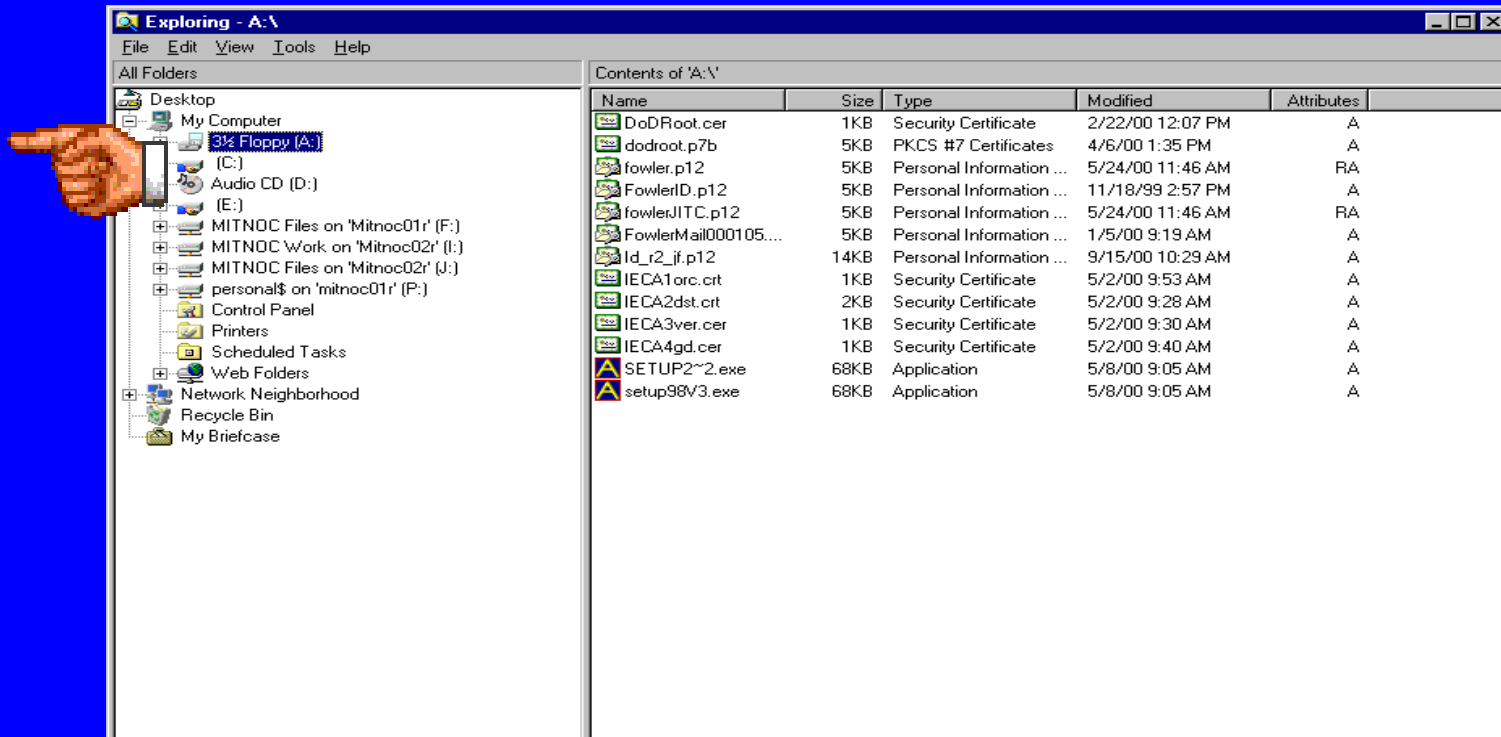
**Load Certificates into  
Internet Explorer (IE) / Outlook**

# Load Certificates Into IE/Outlook



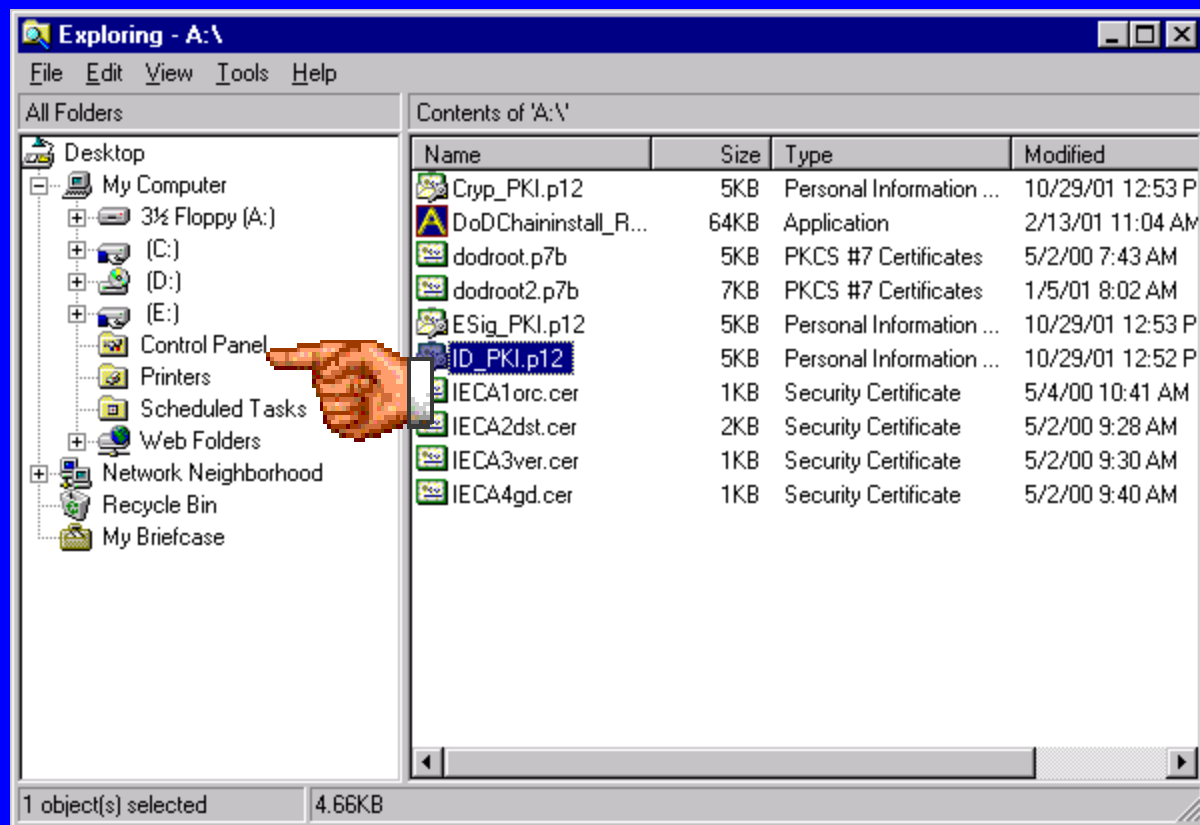
- Open Windows NT Explorer

# Load Certificates Into IE/Outlook (cont)



- Select the A drive

# Load Certificates Into IE/Outlook (cont)



- Double click on the DoD PKI Private Identity Certificate  
(file name=Id\_XXX.p12 where XXX is the end user initials)

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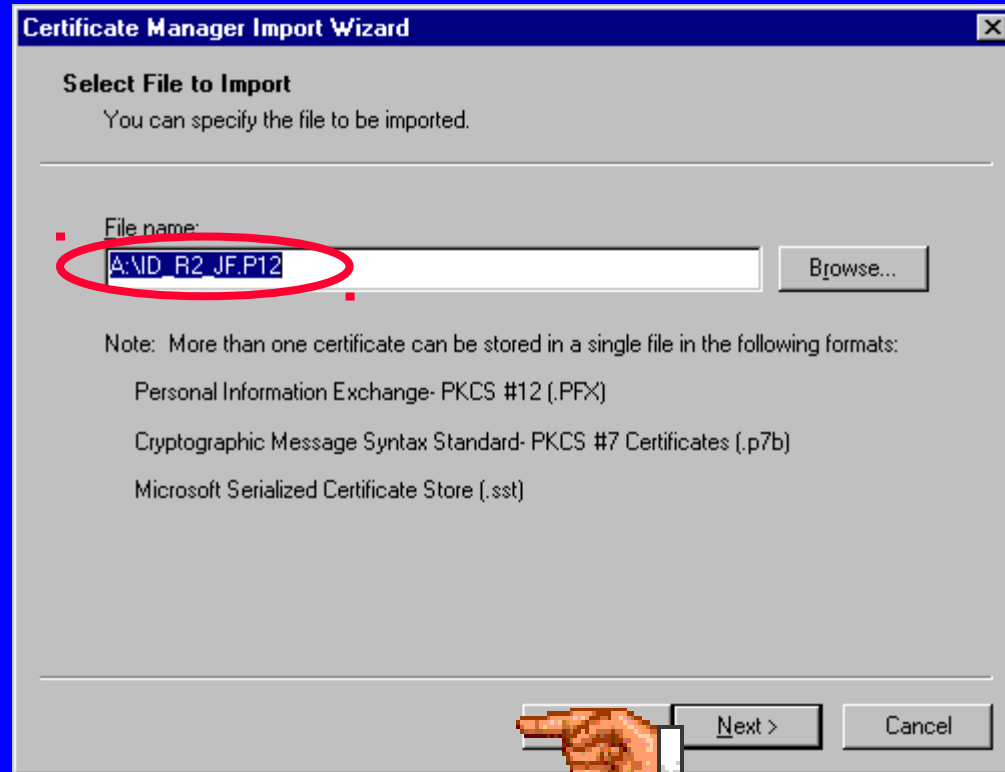


# Load Certificates Into IE/Outlook (cont)



- Certificate Management Wizard should activate
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



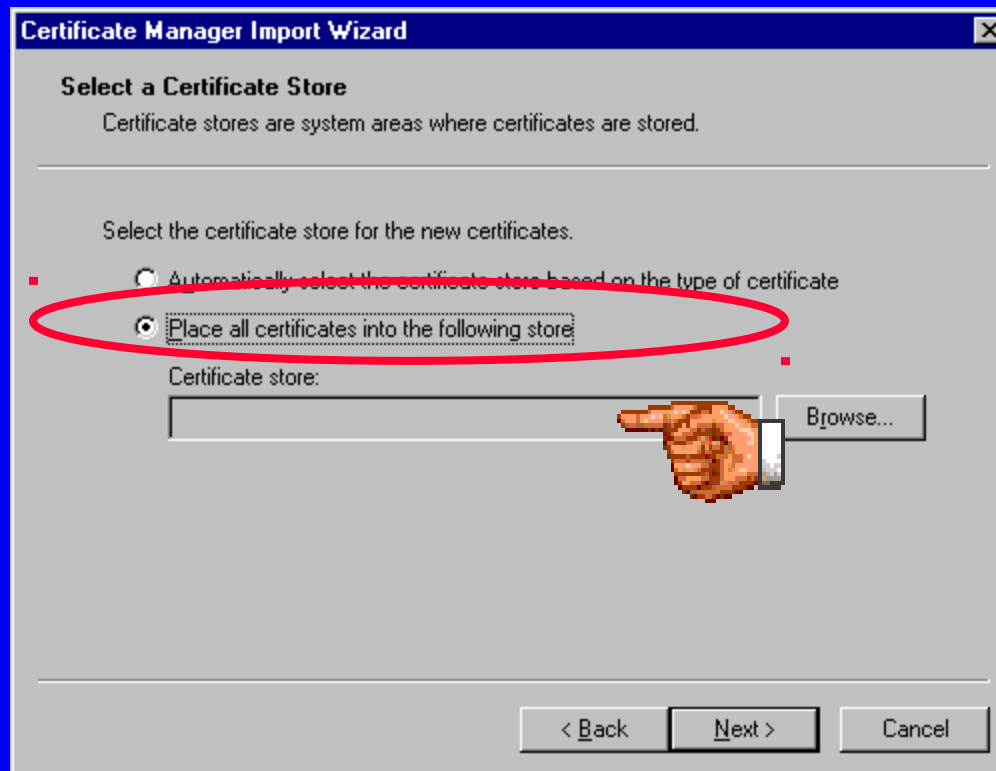
- Confirm file name
- Click **Next**

# Load Certificates Into IE/Outlook (cont)

A screenshot of the 'Certificate Manager Import Wizard' dialog box. The title bar reads 'Certificate Manager Import Wizard'. The main text says 'Password Protection for Private Keys' and 'To maintain security, the private key is secret and must be protected with a password.' Below this, it says 'Please enter a password to access this file.' There is a 'Password:' label and a text box containing 'xxxxxxx'. To the left of the text box is a red square with the number '1' and a hand icon pointing to the text box. Below the text box, there are two checkboxes. The first is checked and labeled 'Enable strong private key protection'. To the left of this checkbox is a red square with the number '2' and a hand icon pointing to the checkbox. The second checkbox is unchecked and labeled 'Mark the private key as exportable'. At the bottom right, there are two buttons: 'Next >' and 'Cancel'. To the left of the 'Next >' button is a red square with the number '3' and a hand icon pointing to the button.

- Enter the appropriate password
- Check “Enable strong private key protection”
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Change default “Automatically ....” to “Place all certificates into the following store”
- Click **Browse**

# Load Certificates Into IE/Outlook (cont)



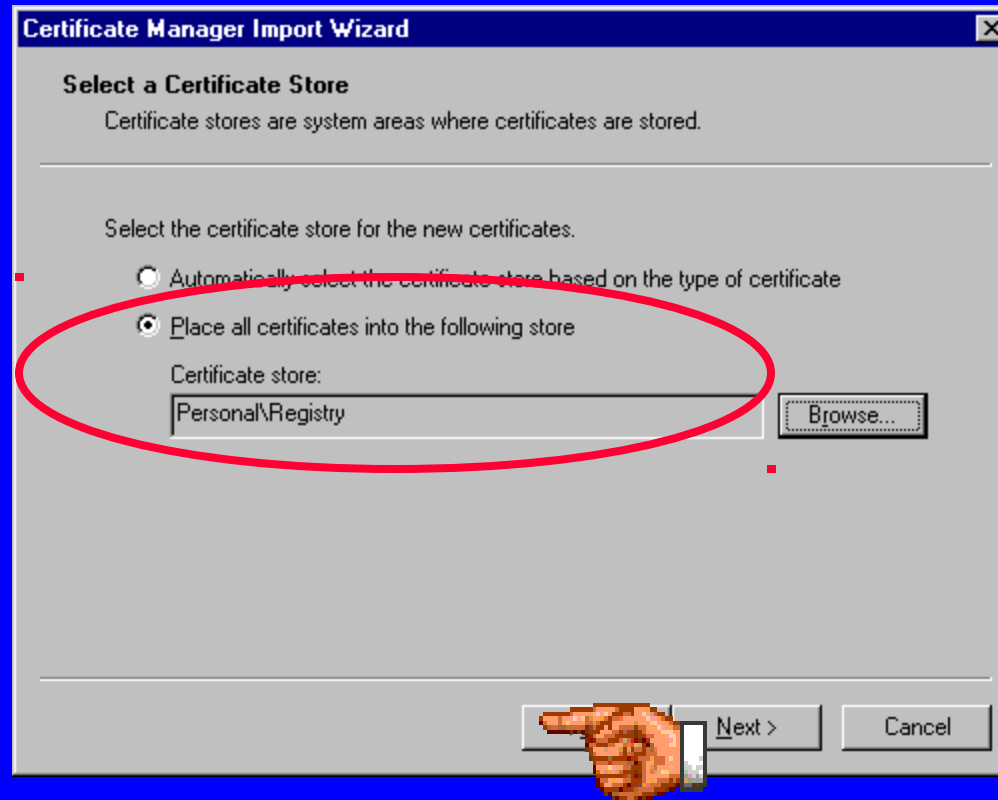
- Select "Show Physical Stores"

# Load Certificates Into IE/Outlook (cont)



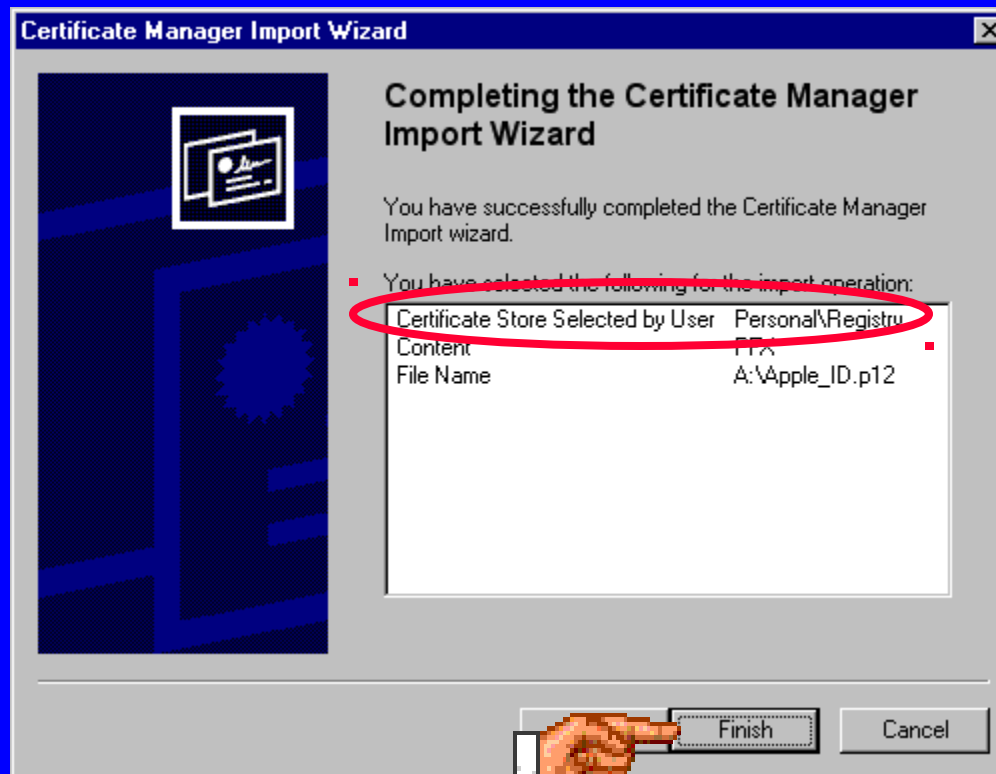
- Select \Personal\Registry
- Click **OK**

# Load Certificates Into IE/Outlook (cont)



- Ensure “\\Personal\\Registry” is selected
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Click **Finish**

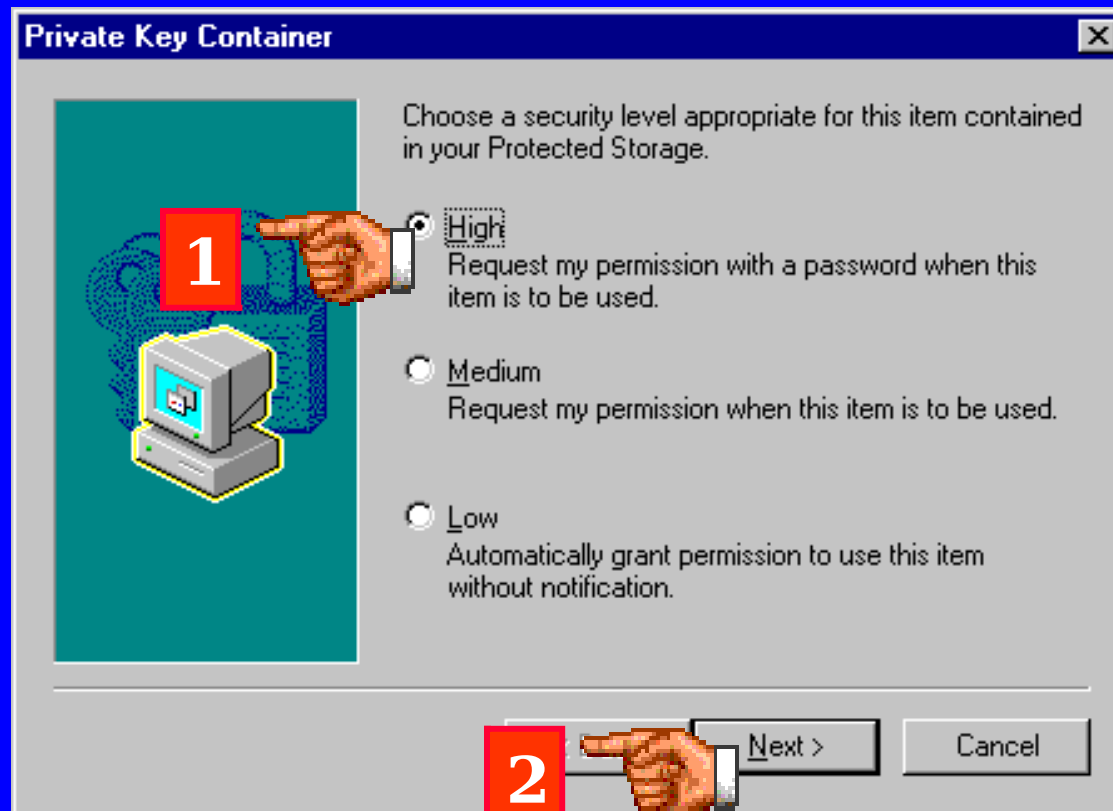


# Load Certificates Into IE/Outlook (cont)



- Click ***Set Security Level***

# Load Certificates Into IE/Outlook (cont)

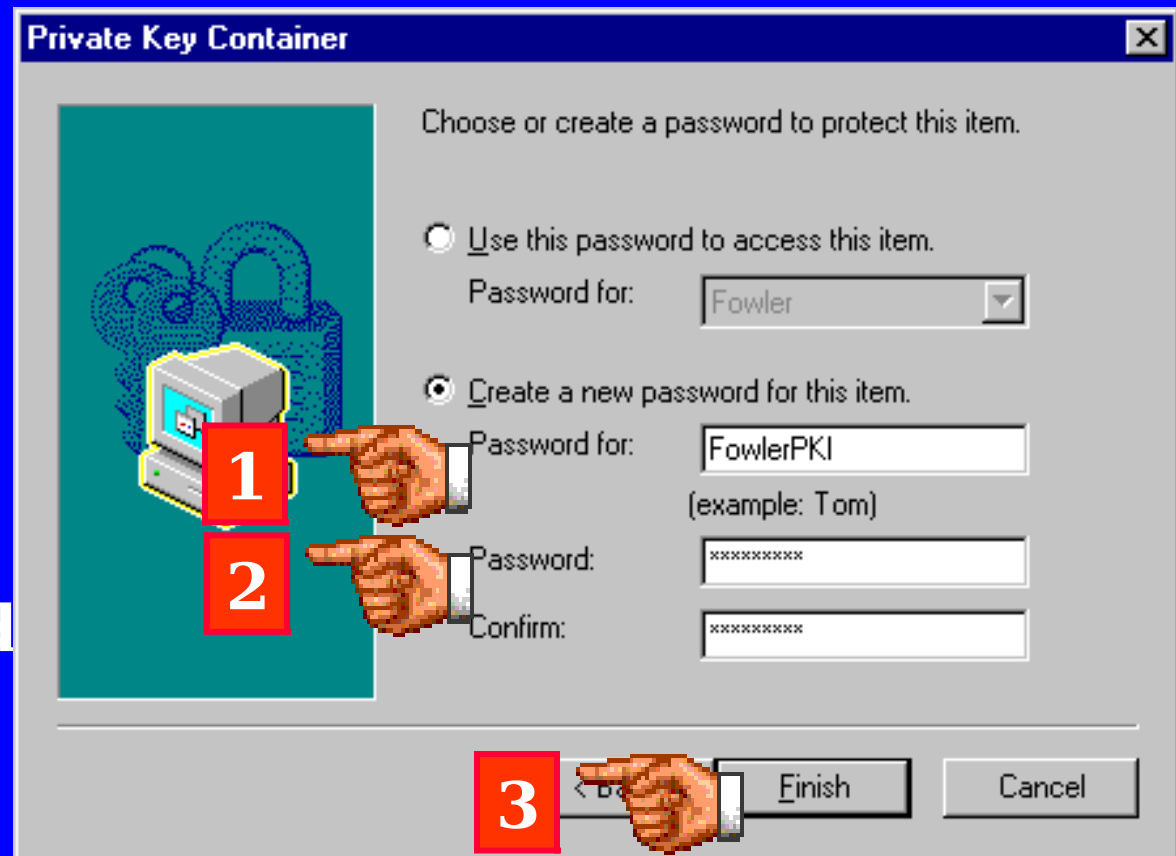


- Set security level to **High**
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Enter preferred name of Private Key Container
- Enter new password and Confirm
- Click Finish




# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



Importing a new private exchange key!

Create a password to protect this item.



Create a new password for this item.

Password:  (example: Tom)

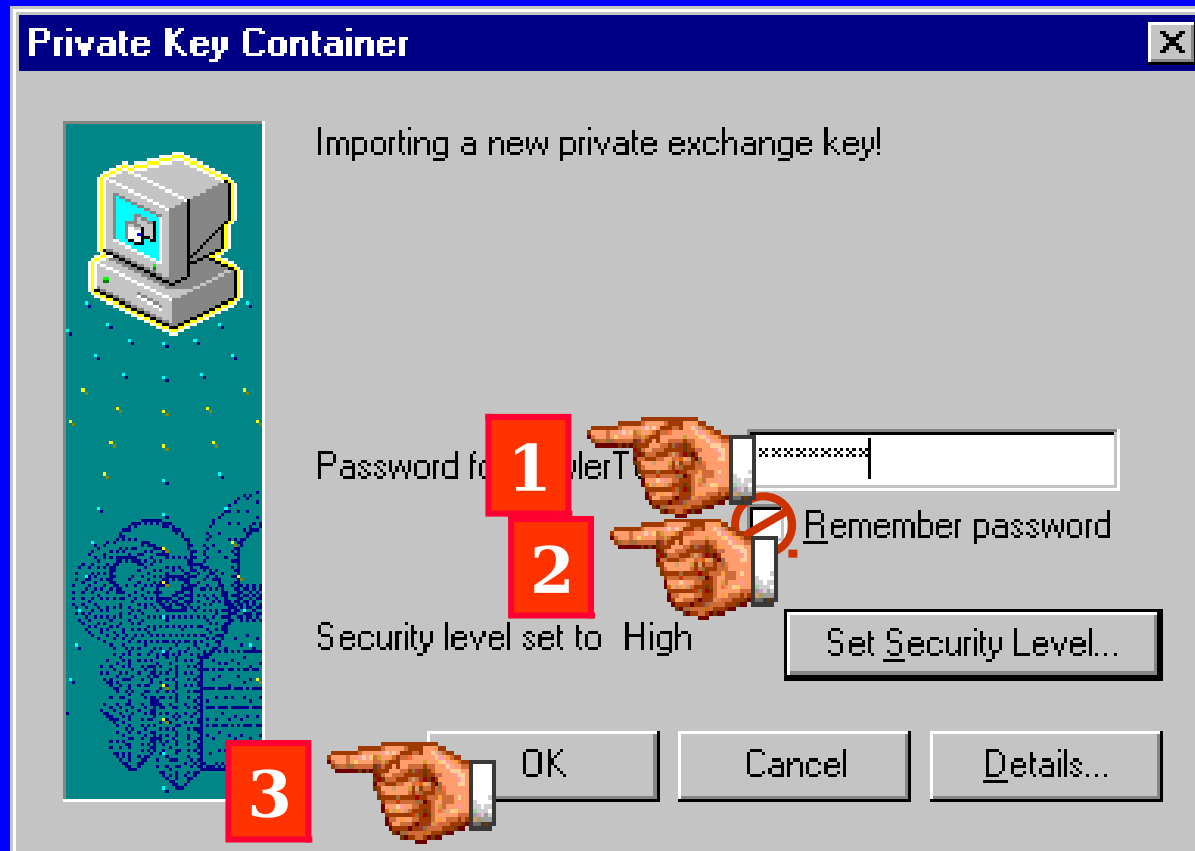
Password:

Confirm:

< Back Finish Cancel

**You must give the container the same name as  
And re-enter the password, confirm, and click**

# Load Certificates Into IE/Outlook (cont)



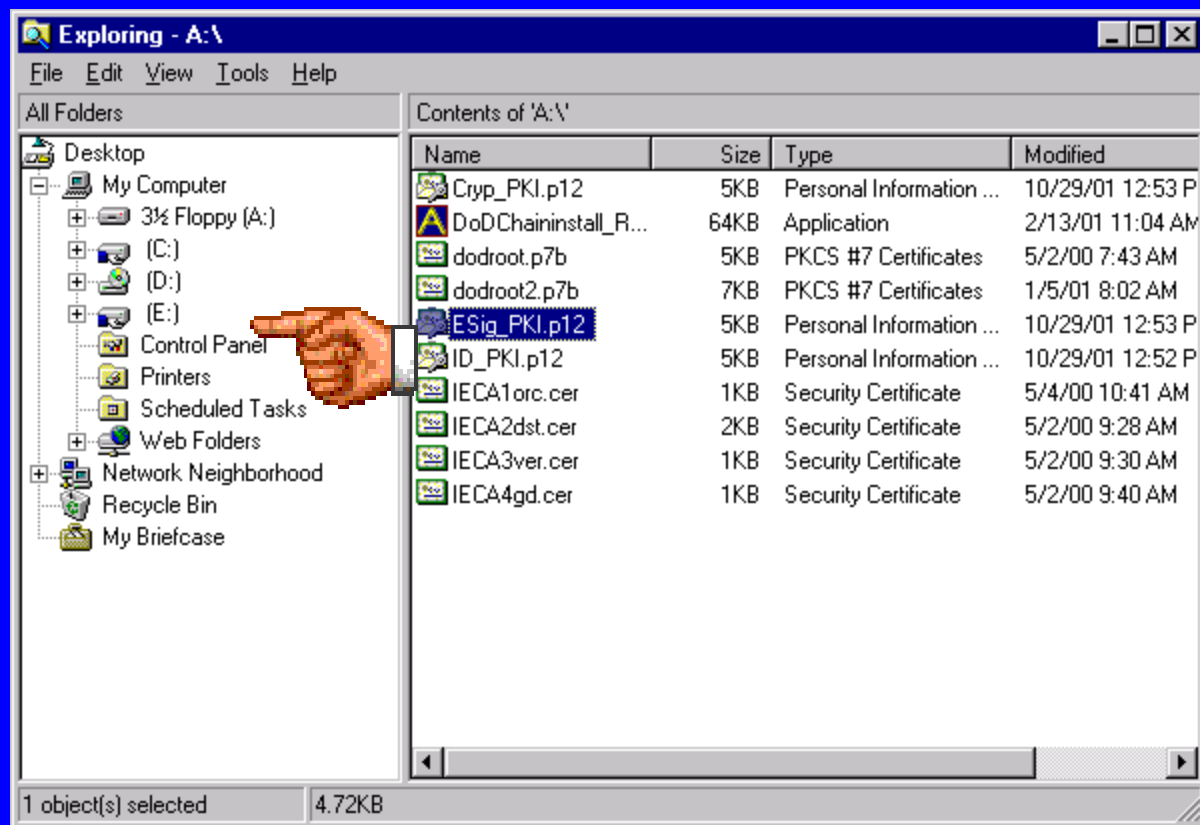
- To Import Private Exchange Key, enter same password
- Do NOT check remember password
- Click OK

# Load Certificates Into IE/Outlook (cont)



- Click **OK**

# Load Certificates Into IE/Outlook (cont)



- Double click on the DoD PKI E-mail Signature Certificate  
(file name=ESig\_XXX.p12 where XXX is the end user initials)

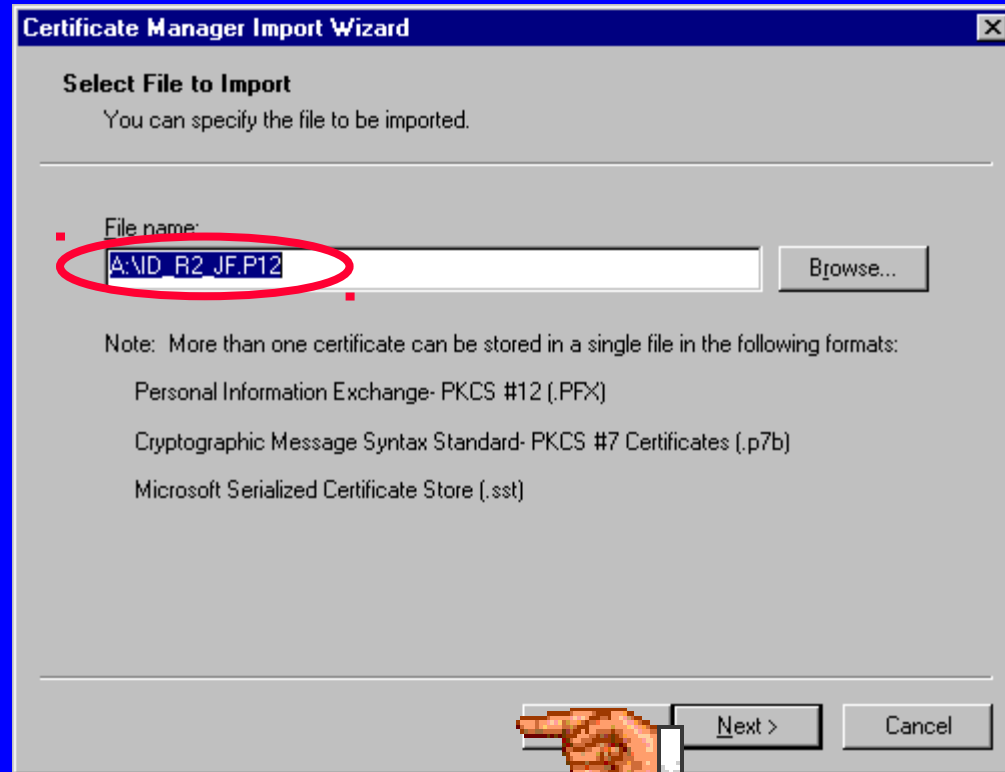
# Load Certificates Into IE/Outlook (cont)



- Certificate Management Wizard should activate
- Click **Next**



# Load Certificates Into IE/Outlook (cont)



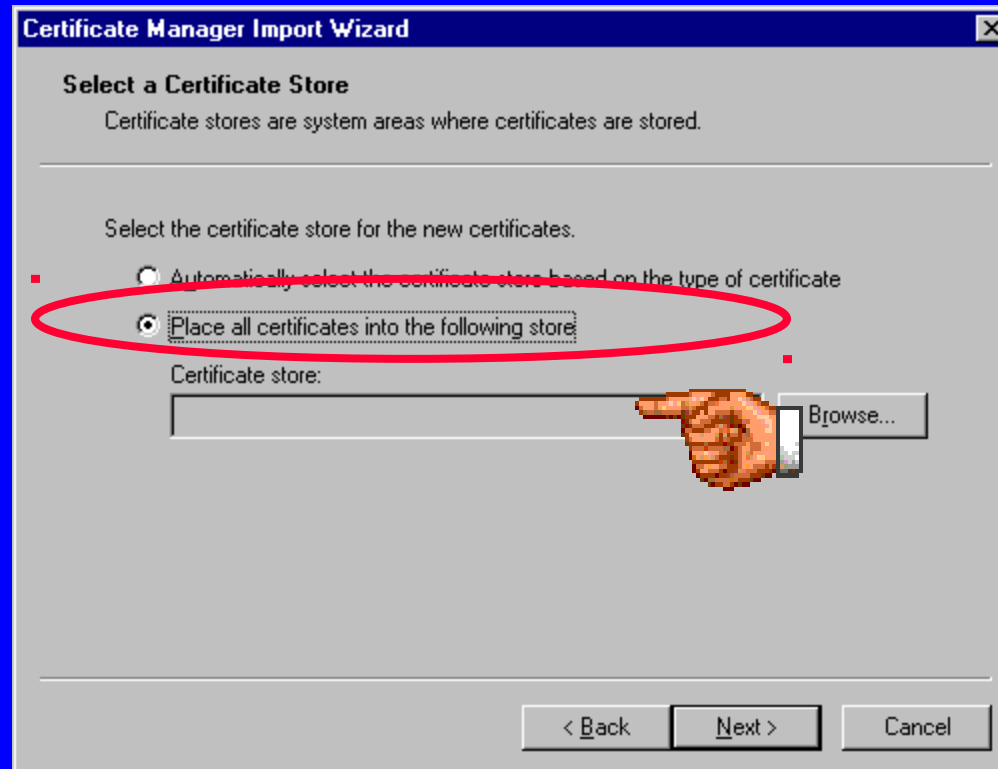
- Confirm file name
- Click **Next**

# Load Certificates Into IE/Outlook (cont)

The image shows a Windows dialog box titled "Certificate Manager Import Wizard". The main heading is "Password Protection for Private Keys". Below this, it says "To maintain security, the private key is secret and must be protected with a password." followed by a horizontal line. Then it says "Please enter a password to access this file." Below that is a "Password:" label and a text input field containing "xxxxxxx". To the left of this field is a red square with the number "1" and a hand icon pointing to the field. Below the password field are two checkboxes. The first is checked and labeled "Enable strong private key protection". To its left is a red square with the number "2" and a hand icon pointing to the checkbox. The second checkbox is unchecked and labeled "Mark the private key as exportable". At the bottom right of the dialog are two buttons: "Next >" and "Cancel". To the left of the "Next >" button is a red square with the number "3" and a hand icon pointing to the button.

- Enter the appropriate password
- Check "Enable strong private key protection"
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



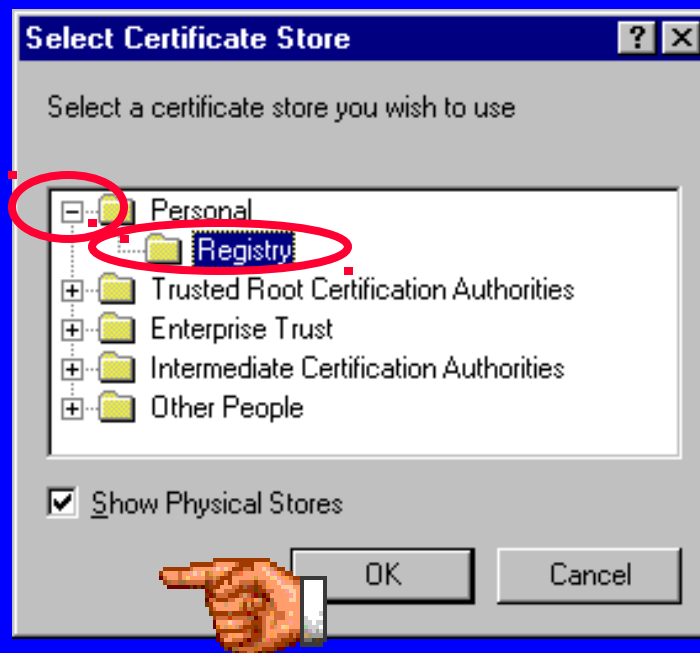
- Change default “Automatically ....” to “Place all certificates into the following store”
- Click **Browse**

# Load Certificates Into IE/Outlook (cont)



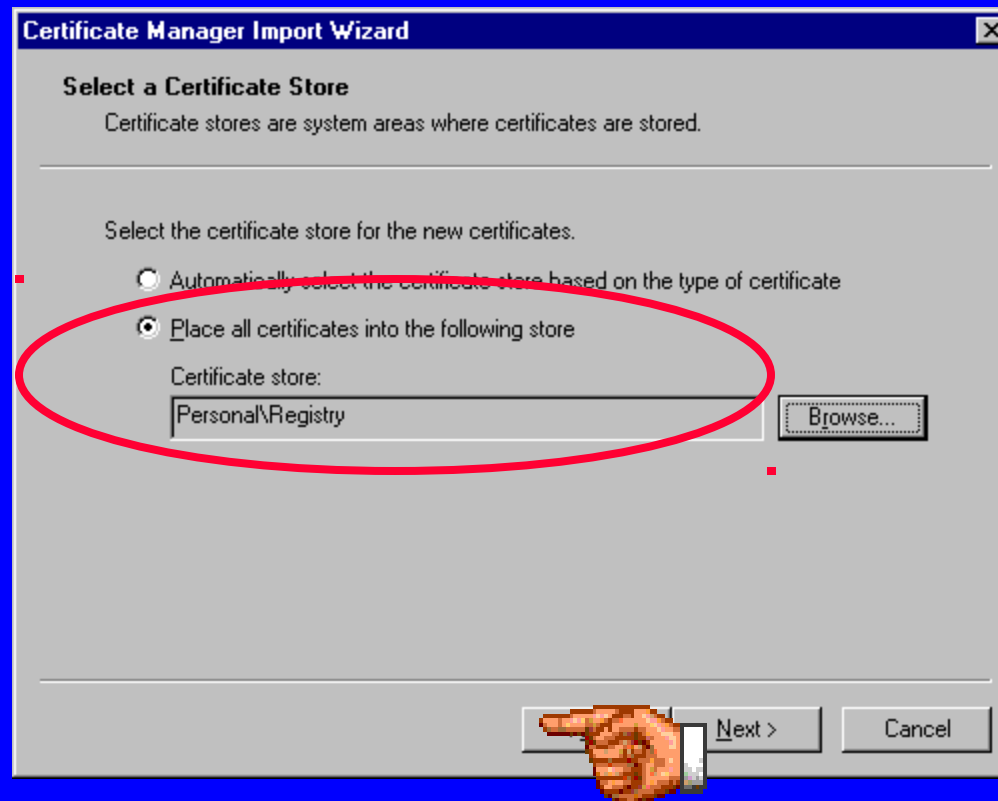
- Select “Show Physical Stores”

# Load Certificates Into IE/Outlook (cont)



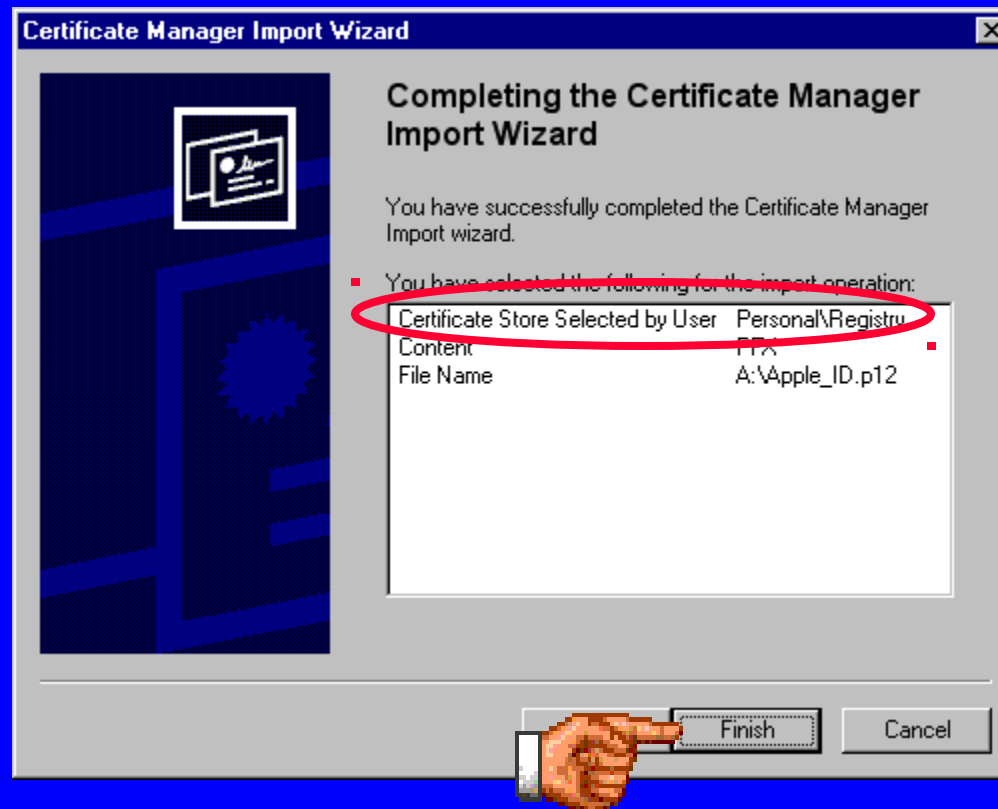
- Select \Personal\Registry
- Click **OK**

# Load Certificates Into IE/Outlook (cont)



- Ensure “\Personal\Registry” is selected
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Click **Finish**

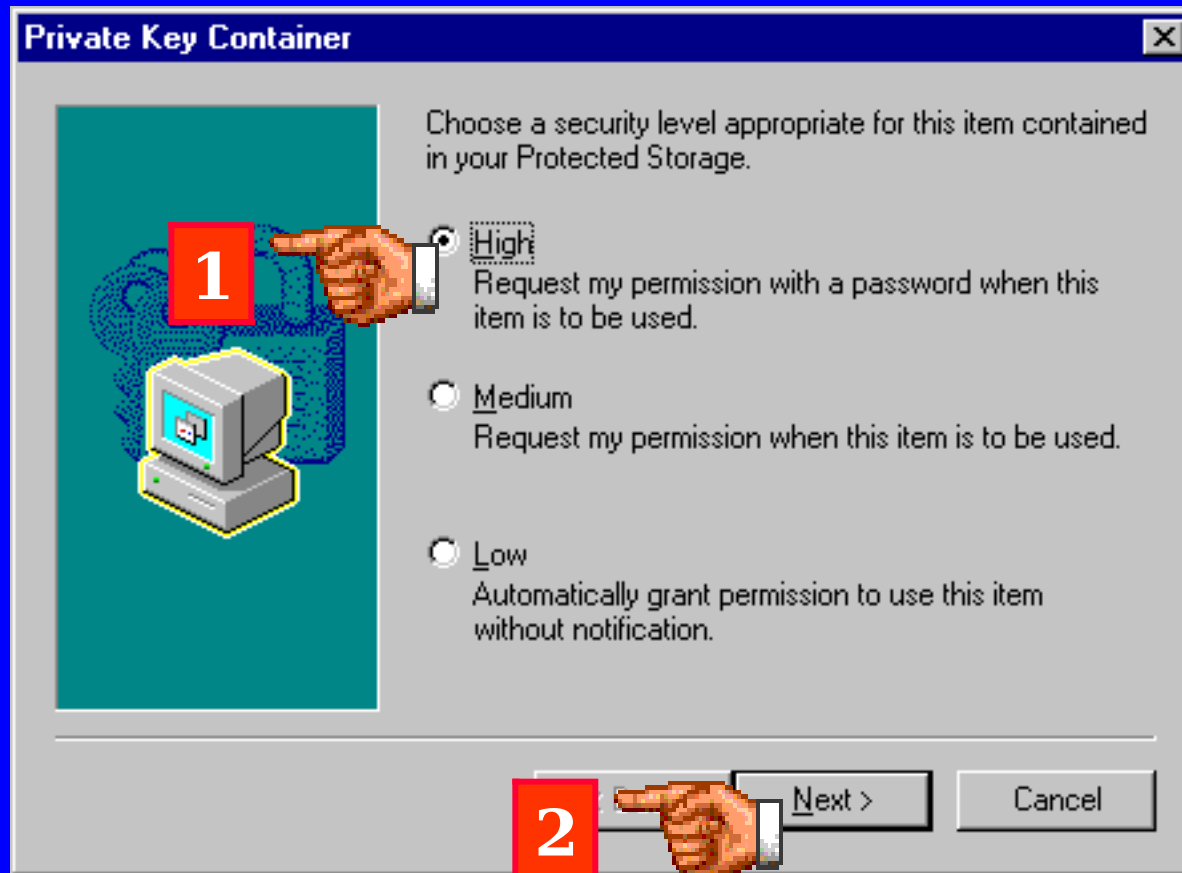
# Load Certificates Into IE/Outlook (cont)



- Click ***Set Security Level***

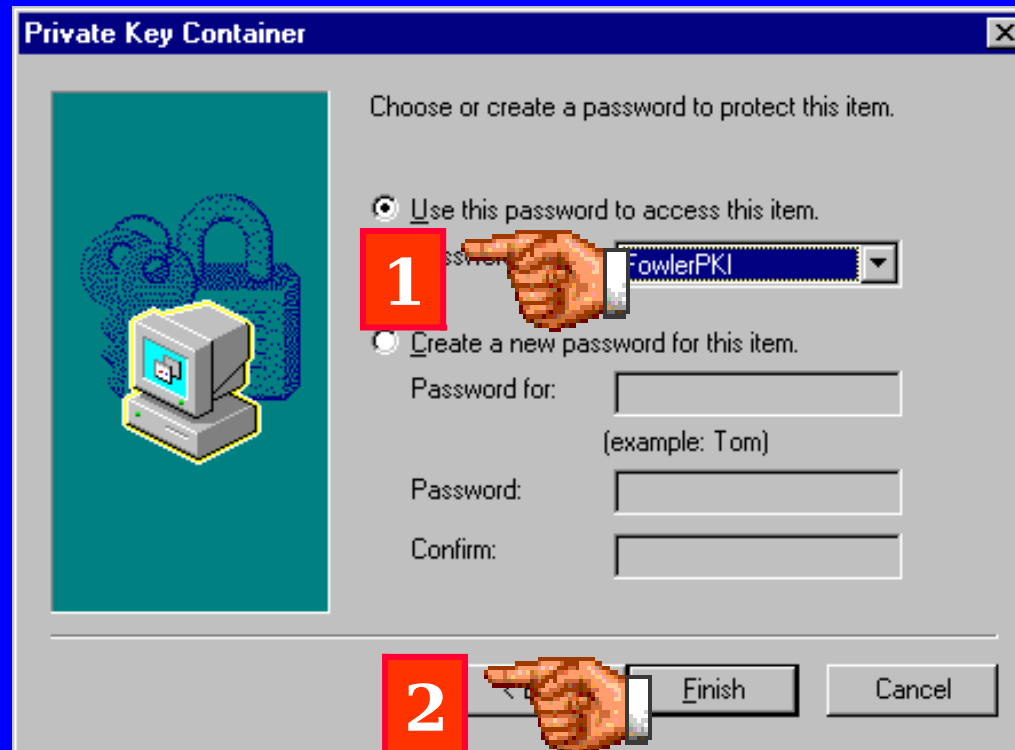


# Load Certificates Into IE/Outlook (cont)



- Set security level to **High**
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Select preferred name of Private Key Container
- Click **Finish**

# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



Importing a new private exchange key!

Create a password to protect this item.



Create a new password for this item.

Password for:

(example: Tom)

Password:

Confirm:

< Back Finish Cancel

**You must give the container the same name as**  
**And re-enter the password, confirm, and click**

# Load Certificates Into IE/Outlook (cont)



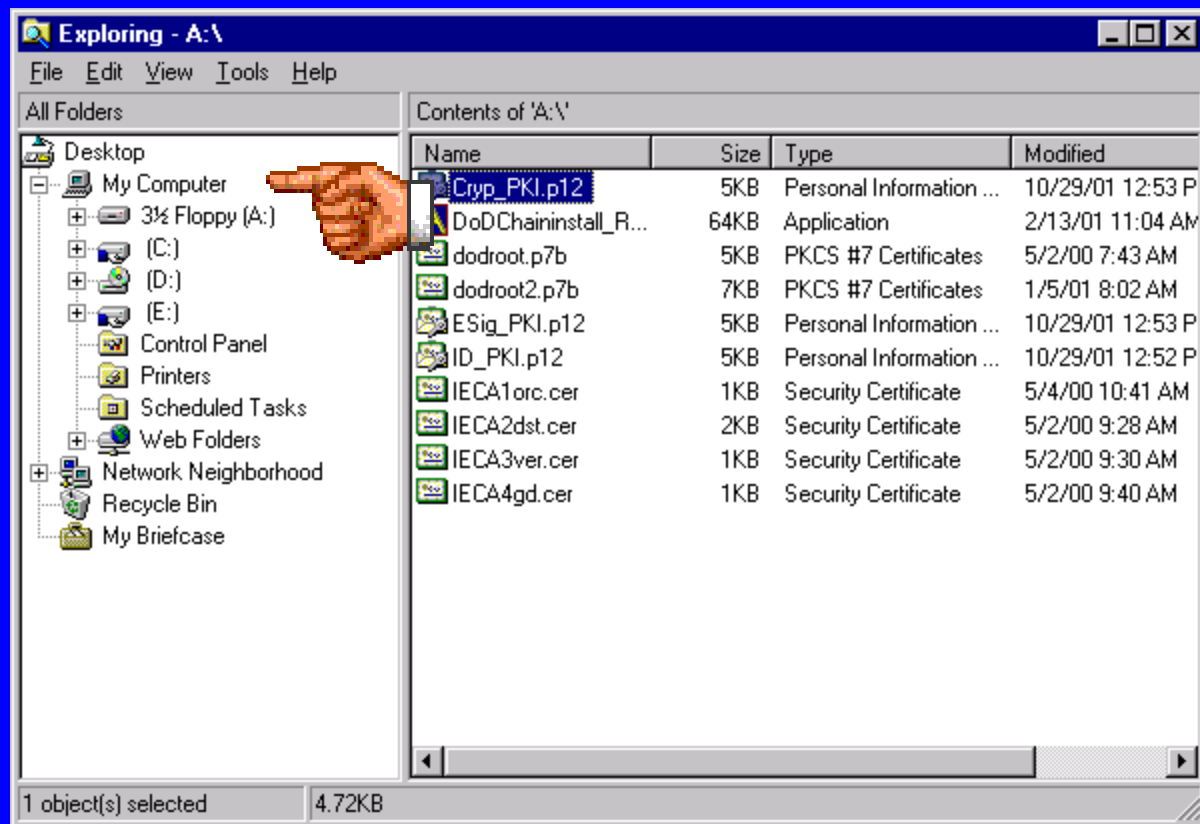
- To Import Private Exchange Key, enter same password
- Do NOT check remember password
- Click **OK**

# Load Certificates Into IE/Outlook (cont)



- Click **OK**

# Load Certificates Into IE/Outlook (cont)



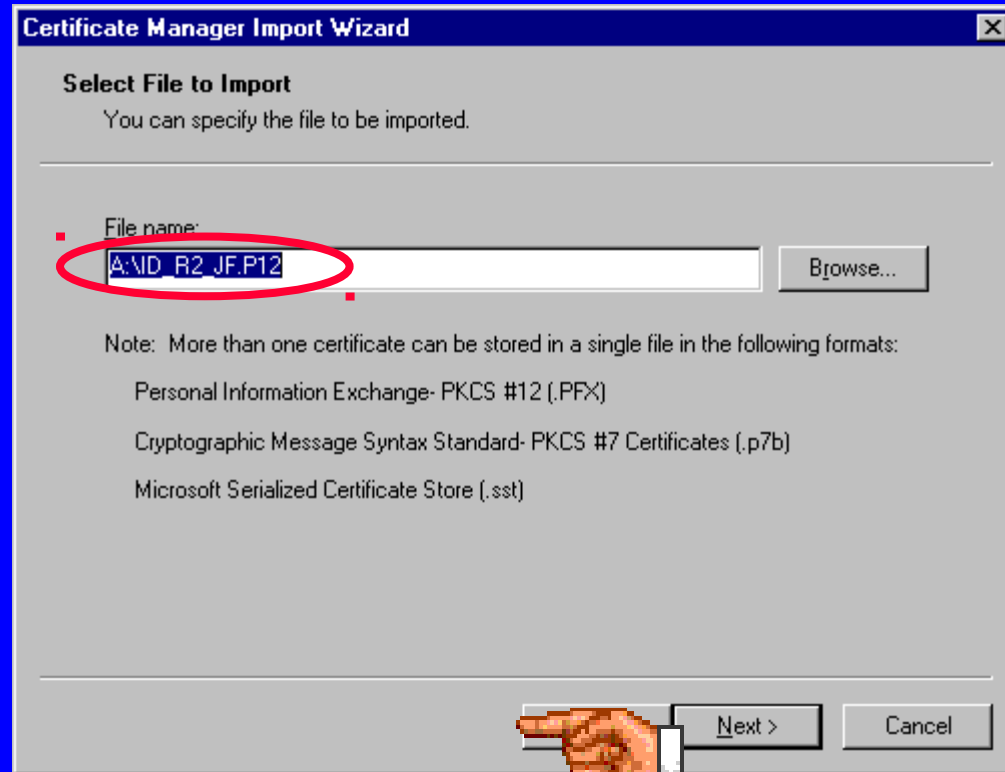
- Double click on the DoD PKI Encryption Certificate  
(file name=Cryp\_XXX.p12 where XXX is the end user initials)

# Load Certificates Into IE/Outlook (cont)



- Certificate Management Wizard should activate
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Confirm file name
- Click **Next**

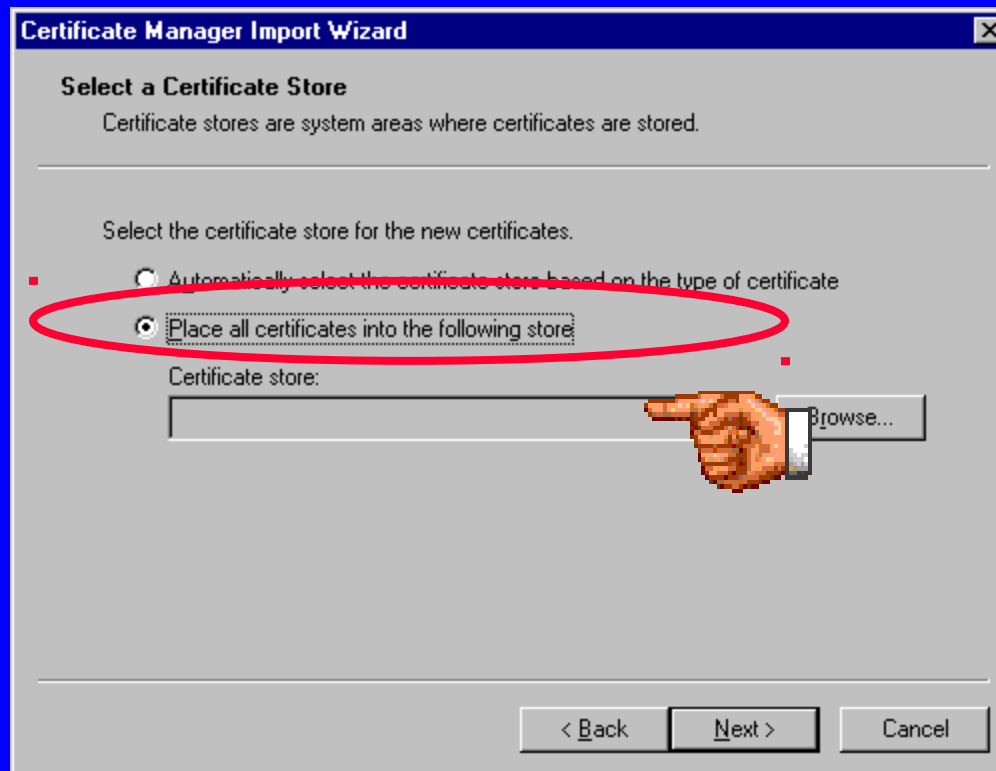


# Load Certificates Into IE/Outlook (cont)

A screenshot of the 'Certificate Manager Import Wizard' dialog box. The title bar reads 'Certificate Manager Import Wizard'. The main text says 'Password Protection for Private Keys' and 'To maintain security, the private key is secret and must be protected with a password.' Below this, it says 'Please enter a password to access this file.' There is a 'Password:' label and a text box containing 'xxxxxxx'. A red square with the number '1' and a hand icon points to the password box. Below the text box, there are two checkboxes. The first is checked and labeled 'Enable strong private key protection'. A red square with the number '2' and a hand icon points to this checkbox. The second checkbox is unchecked and labeled 'Mark the private key as exportable'. At the bottom right, there are 'Next >' and 'Cancel' buttons. A red square with the number '3' and a hand icon points to the 'Next >' button.

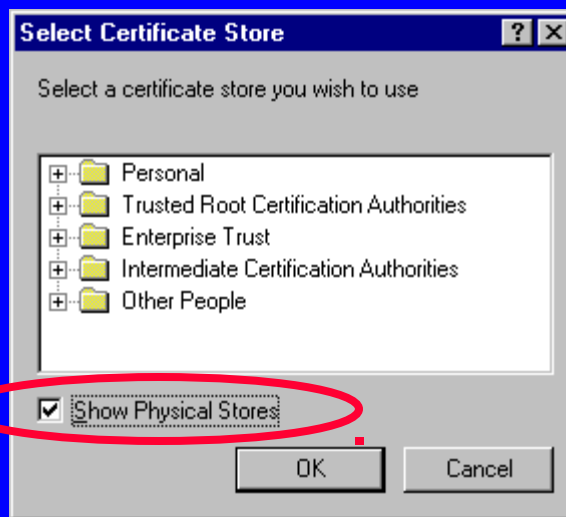
- Enter the appropriate password
- Check “Enable strong private key protection”
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



- Change default “Automatically ....” to “Place all certificates into the following store”
- Click **Browse**

# Load Certificates Into IE/Outlook (cont)



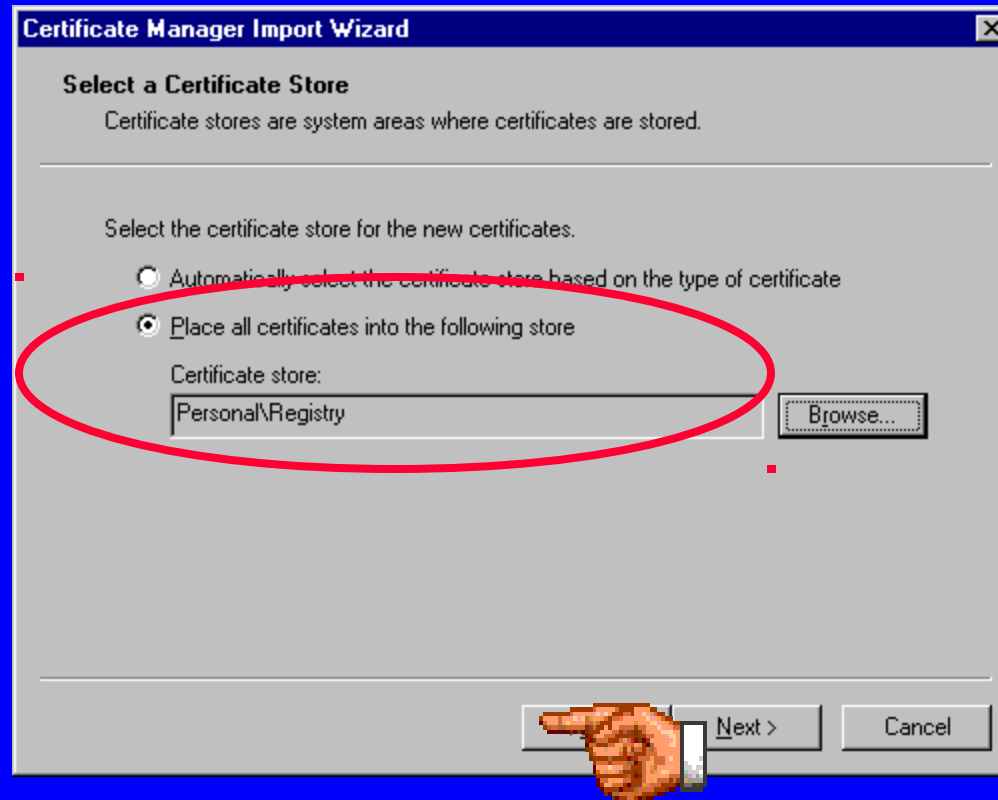
- Select “Show Physical Stores”

# Load Certificates Into IE/Outlook (cont)



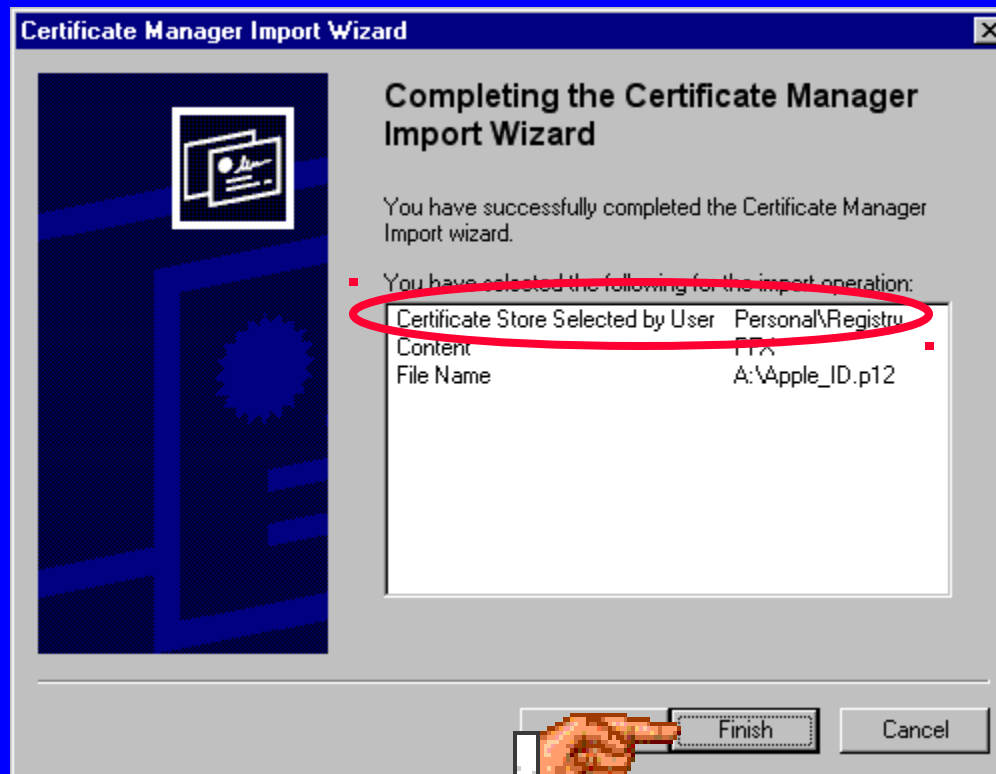
- Select \Personal\Registry
- Click **OK**

# Load Certificates Into IE/Outlook (cont)



- Ensure “\\Personal\\Registry” is selected
- Click **Next**

# Load Certificates Into IE/Outlook (cont)



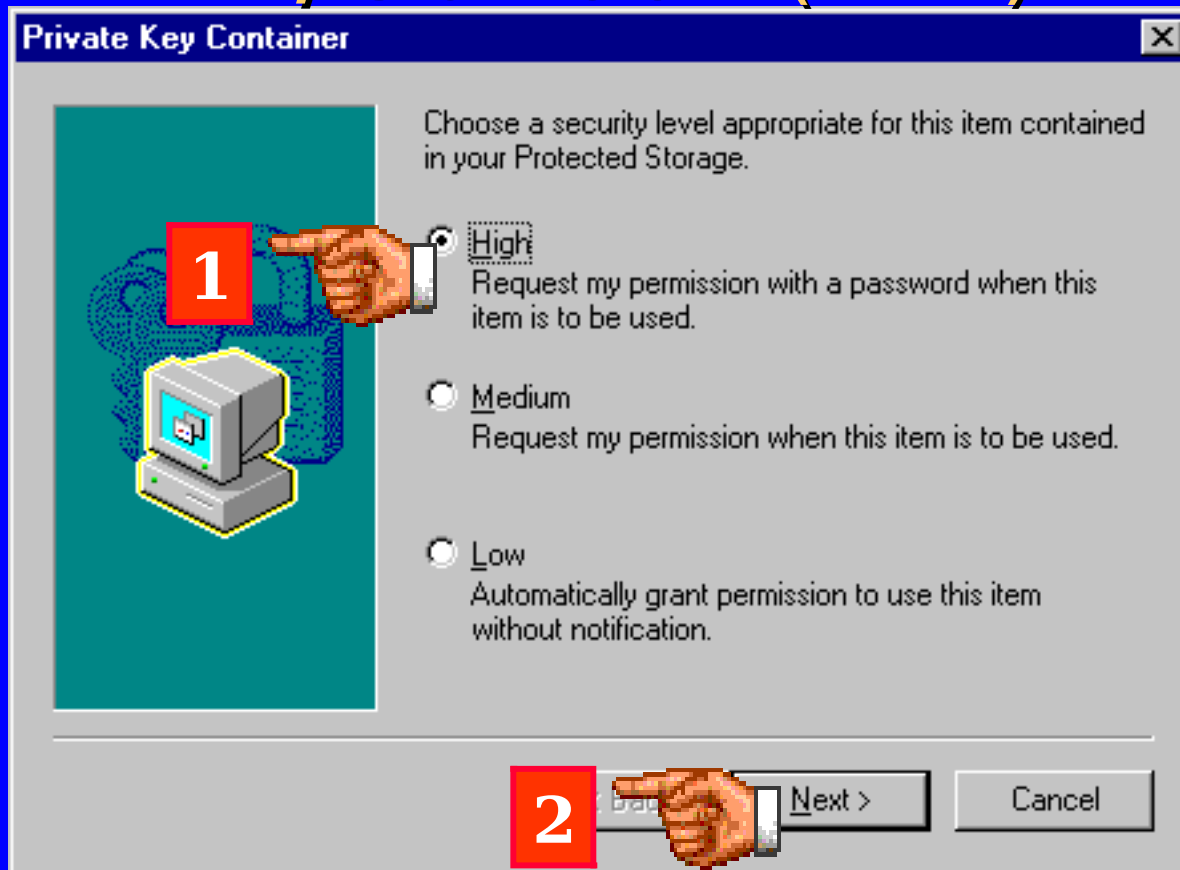
- Click **Finish**

# Load Certificates Into IE/Outlook (cont)



- Click **Set Security Level**

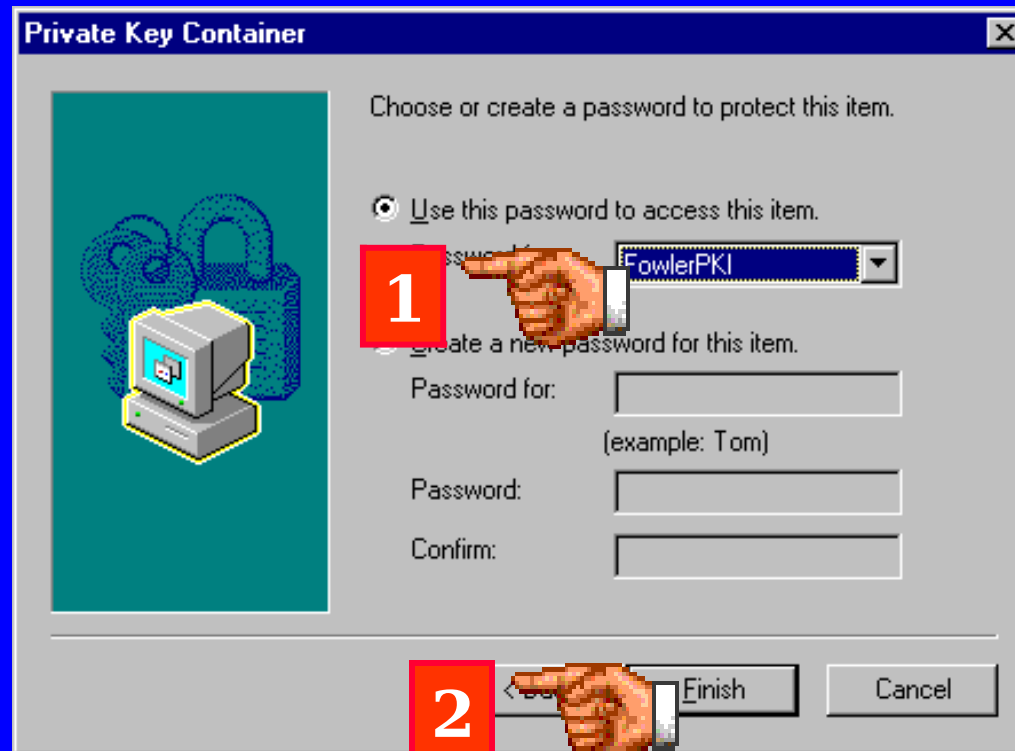
# Load Certificates Into IE/Outlook (cont)



- Set security level to **High**
- Click **Next**



# Load Certificates Into IE/Outlook (cont)



- Select preferred name of Private Key Container
- Click **Finish**

# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



Importing a new private exchange key! [X]

Create a password to protect this item.

Create a new password for this item.

Password: 

Password:

Confirm:

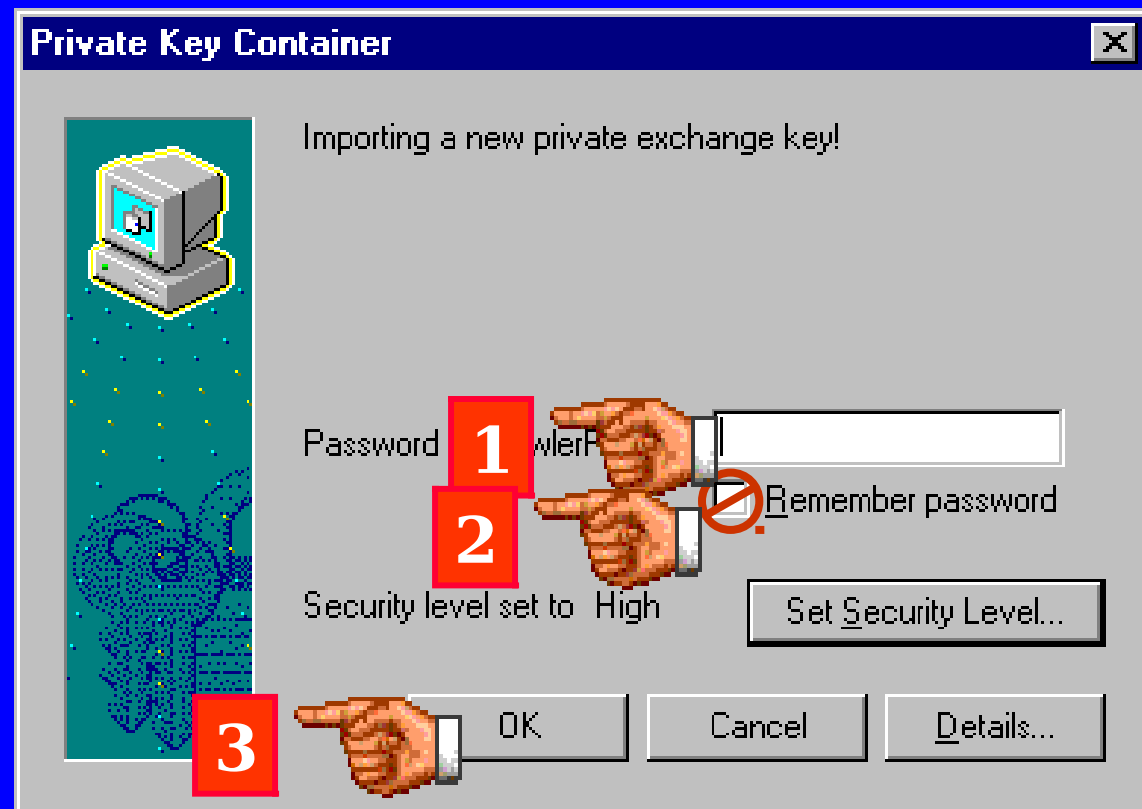
< Back Finish Cancel

**You must give the container the same name as  
And re-enter the password, confirm, and click**

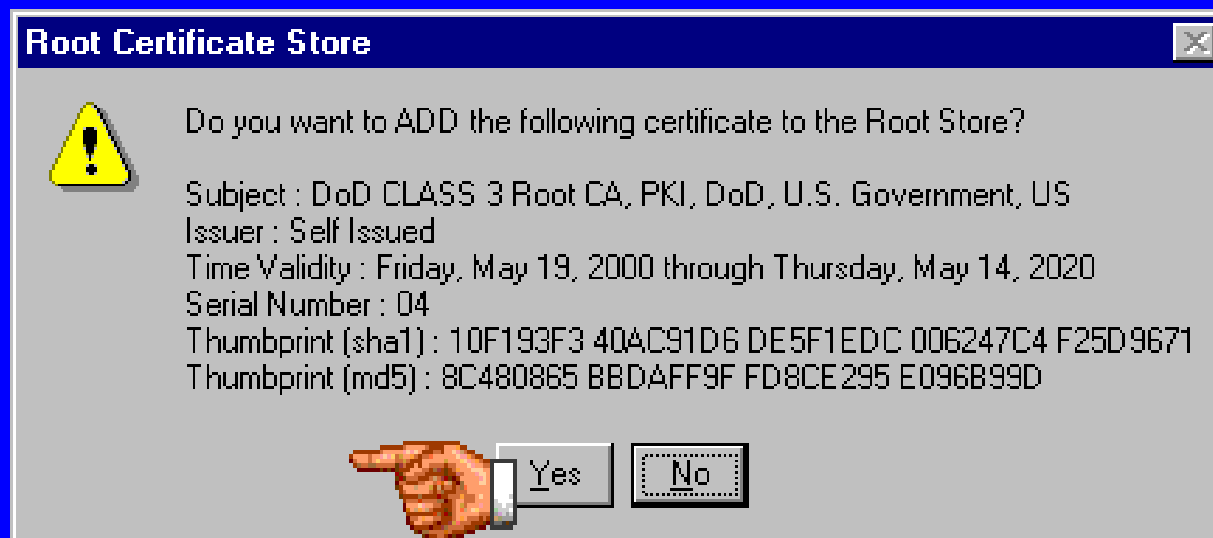
# Load Certificates Into IE/Outlook (cont)



- Enter password
- Do NOT check remember password
- Click OK



# Load Certificates Into IE/Outlook (cont)



- To accept the DoD Class 3 Root
- Click **YES**

# Load Certificates Into IE/Outlook (cont)



- Click **OK**  
(This completes the Private Key  
load to MS Certificate Manager.)

# Certificates stored in IE/tools/IE

## ptions/content/certificates



MITNOC Online - Microsoft Internet Explorer provided by MITNOC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Links # 10 Window - 1000 envelopes C6628AN - black inkjet cartridges

Address <https://www.noc.usmc.mil/>

Internet Options

General Security Content Connections Programs Advanced

Content Advisor

Ratings help you control the Internet content that can be viewed on this computer.

Enable... Settings...

Certificates

Use certificates to positively identify yourself, certification authorities, and publishers.

Certificates...

Personal information

AutoComplete stores previous entries and suggests matches for you.

Microsoft Profile Assistant stores your personal information.

OK Cancel

Contact MITNOC

DSN: 278.5300  
Comm: 703.784.5300  
Fax: 703.784.3477

Mailing Address

3255 Meyers Ave.  
Quantico, VA 22134

E-Mail Helpdesk

charter for the c  
Information Ass

The MITNOC responsibilities maintains overs  
Marine Corps.

Mission

SECURITY OPERATIONS DMS PKI MARCERT MARFOR INO

n Technology &  
enter

MARINES

Certificates

Intended purpose: <All>

Personal Other People Intermediate Certification Authorities Trusted Root Certification

Issued To	Issued By	Expirati...	Friendly Name
Lorge,Maxwell.Jay.080006...	DOD CLASS 3 EMAIL CA-3	8/21/2003	Lorge,Maxwell.J.
Lorge,Maxwell.Jay.080006...	DOD CLASS 3 CA-3	8/20/2004	Lorge,Maxwell.J.
Lorge,Maxwell.Jay.080006...	DOD CLASS 3 EMAIL CA-3	8/21/2003	Lorge,Maxwell.J.

Import... Export... Remove Advanced...

Certificate intended purposes

View

Close

MC Network Operations (CTA). The mandate and following "core" functions: port and Network Security.

The MITNOC will execute its onal units. The MITNOC ication network for the entire

Done

Start

Inbox - Microsoft Outlook

MITNOC Online - Micr...

untitled - Paint

User Training

Microsoft PowerPoint - ...

Internet

12:04 PM

0/20/2002

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# Outlook 2000 Certificate Utilization

## Lesson 3

# Configure Outlook for Certificate Utilization

# Configure Outlook

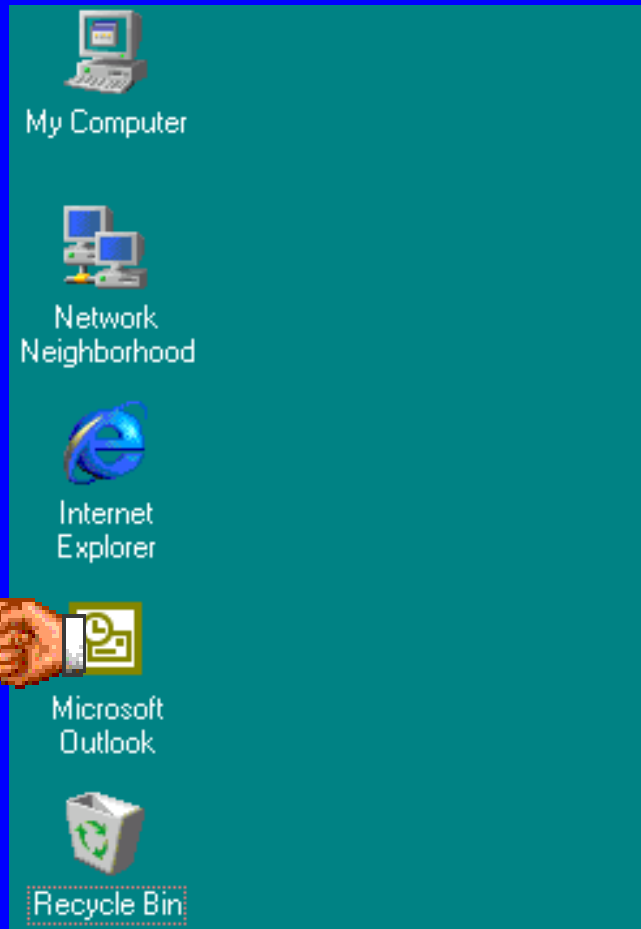


- Load E-mail Certificates into Outlook
- Set Contacts as default Outlook address book



# Configure Outlook (cont)

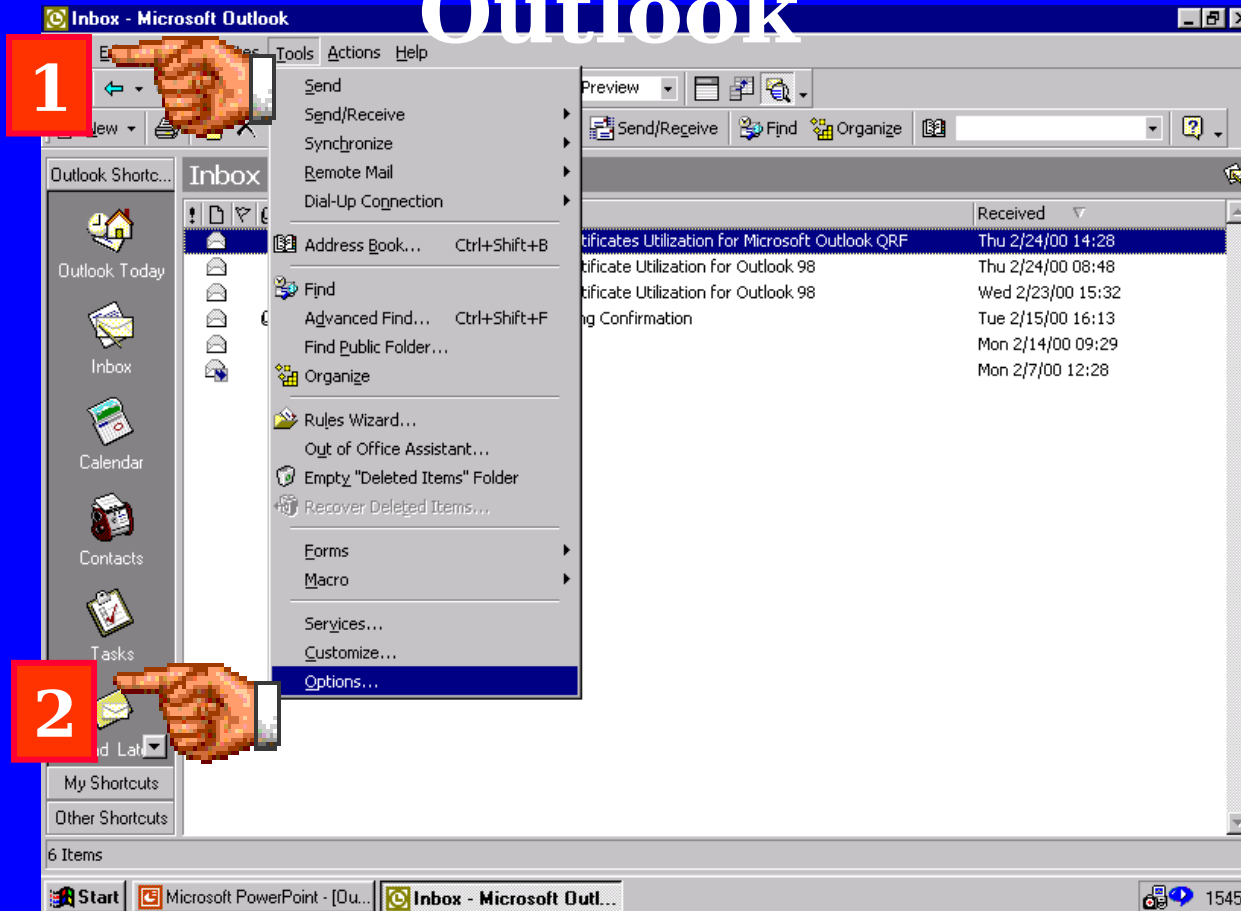
## Load E-mail Certificate into Outlook



- Open MS Outlook

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



- Select *Tools*
- Select *Options*

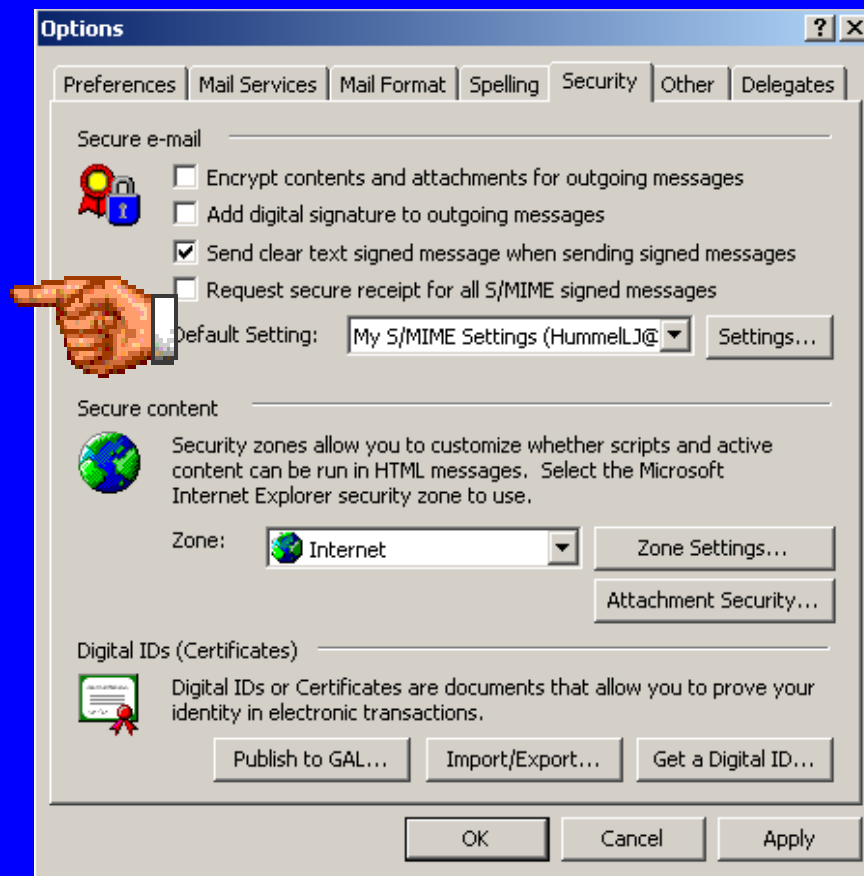
# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



- Select **Security** tab
- Click **Settings**

# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



**Note there is now a fourth option available to request a secure receipt, it is not necessary to select this option**

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



**Change Security Settings** [?] [X]

Security Setting Preferences

Security Settings Name: My S/MIME Settings (FowlerJA@NOC.USMC) [v]

Secure Message Format: S/MIME [v]

☒ Default Security Setting for this Secure Message Format

☒ Default Security Setting for all secure messages

 [New] [Delete] [Password...]

Certificates and Algorithms

Signing Certificate: Fowler.Joseph.Arthur.0800001( [Choose...]

Hash Algorithm: SHA1 [v]

Encryption Certificate: Fowler.Joseph.Arthur.0800001( [Choose...]

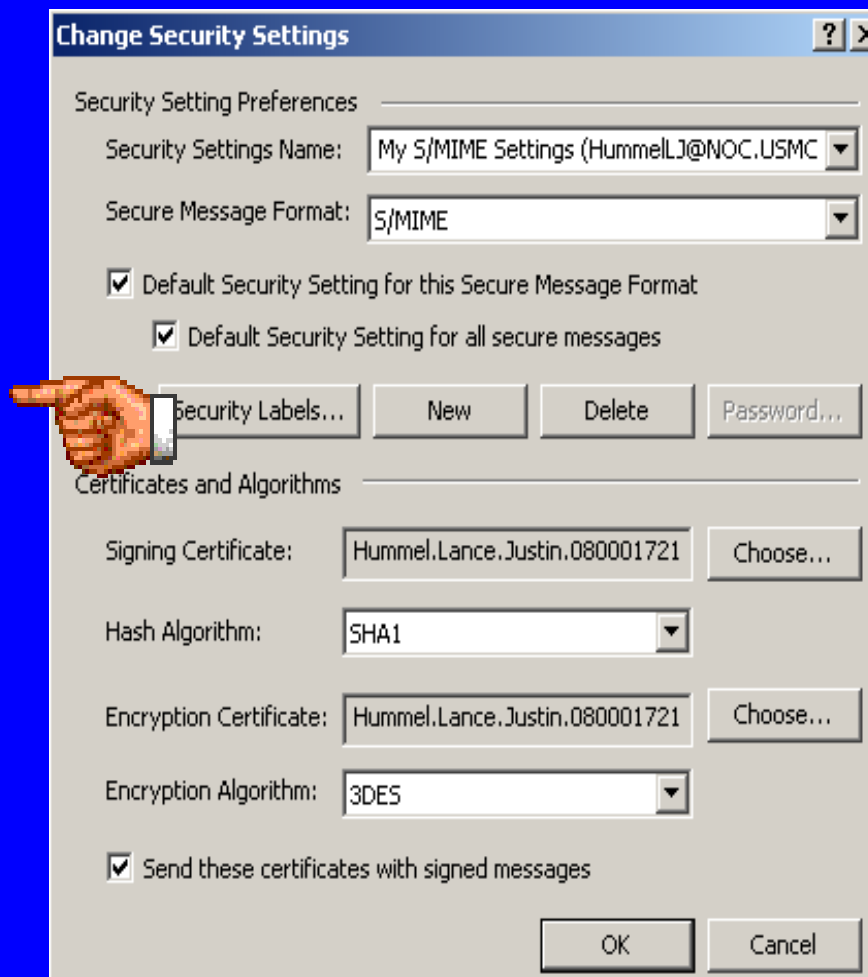
Encryption Algorithm: 3DES [v]

☒ Send these certificates with signed messages

[OK] [Cancel]

- Click **New**

# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



**Note an additional option available, it is not a**

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



Change Security Settings

Security Setting Preferences

Security Setting Name: DoD PKI Release 2

Default Security Setting for this Secure Message Format: ☐ ☒ Default Security Setting for all secure messages

Certificates and Algorithms

Signing Certificate: Choose...

Hash Algorithm:

Encryption Certificate: Choose...

Encryption Algorithm:

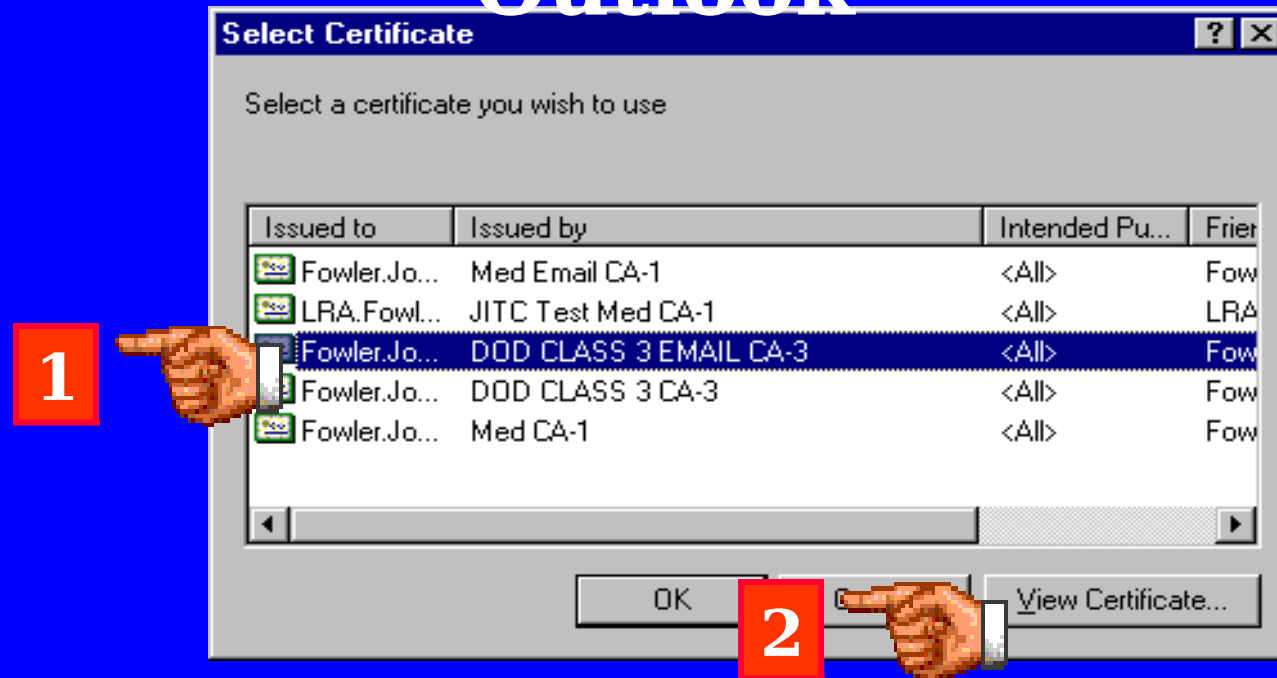
☒ Send these certificates with signed messages

OK Cancel

- Enter desired Security Settings Name
- Make Default for Security Settings and for all secure messages
- Select **Choose** for appropriate Signing (E-Mail) Certificate

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



- Select E-Mail Certificate
- Click *View Certificate*

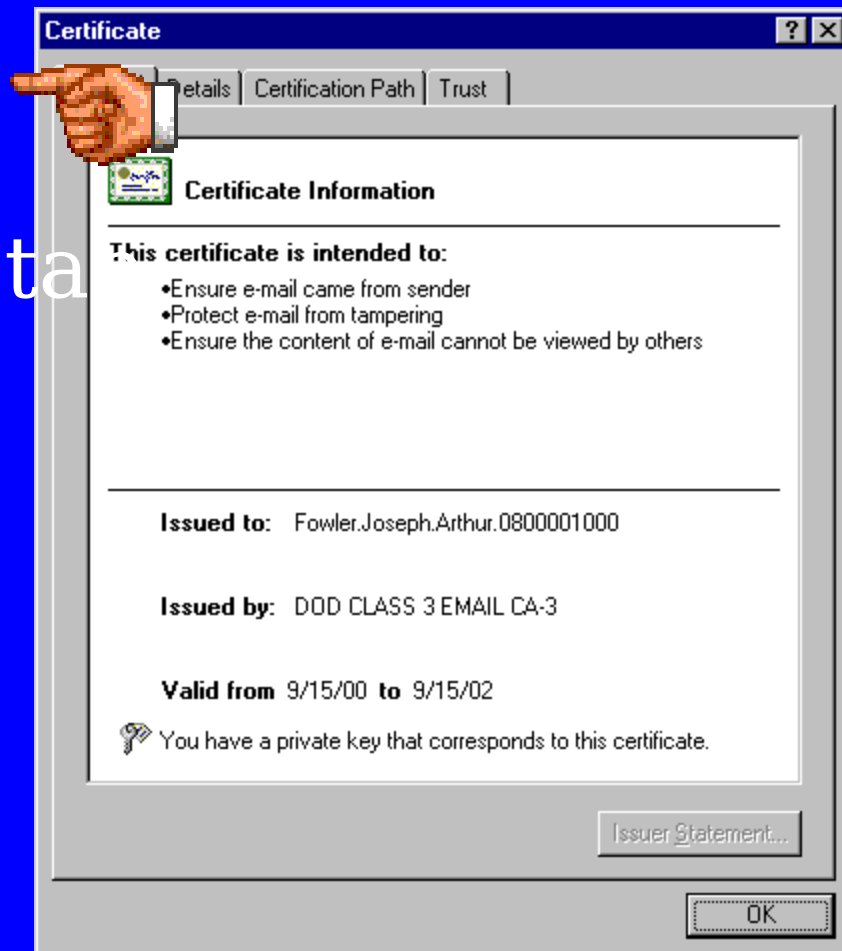


# Configure Outlook (cont)

## Load E-mail Certificate into Outlook

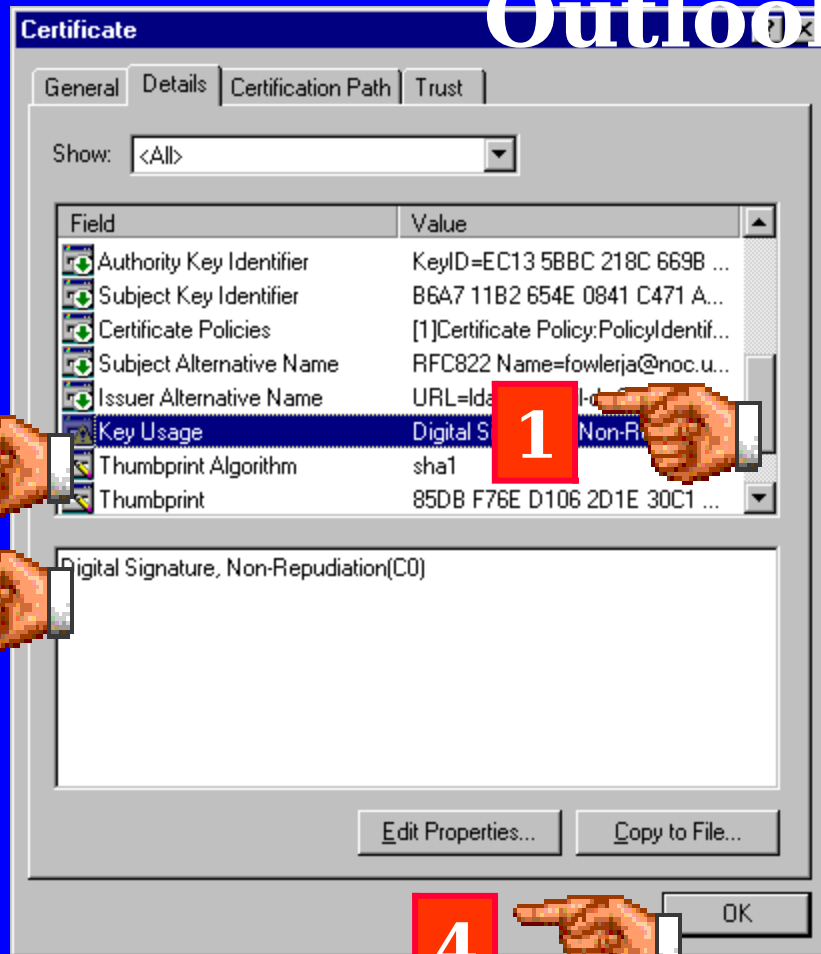


- Select *Details* tab



# Configure Outlook (cont)

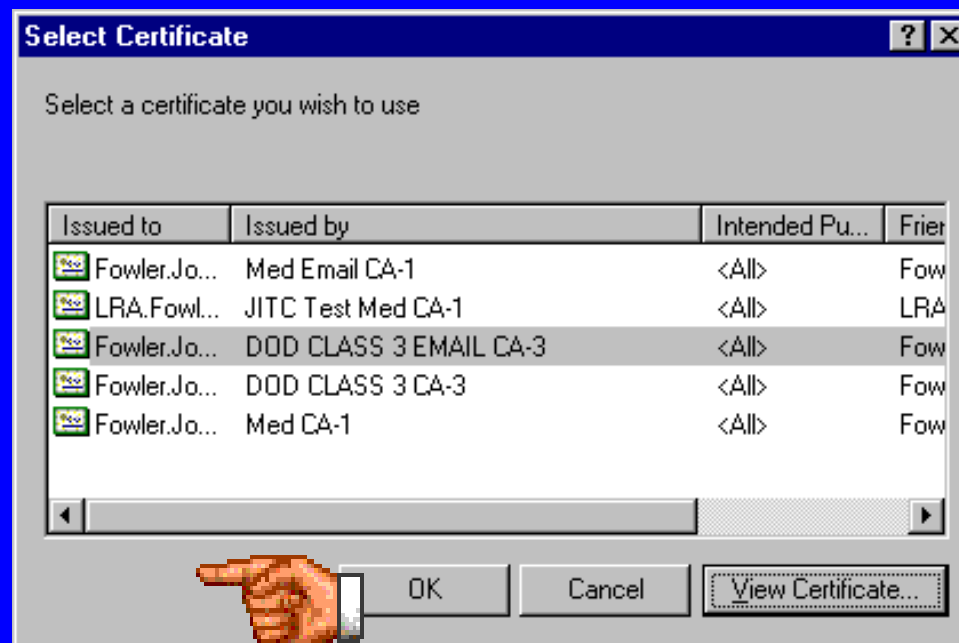
## Load E-mail Certificate into Outlook



- Scroll to Key Usage and highlight
- Verify function as Digital Signature
- Click **OK**

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



- Click OK

# Configure Outlook (cont)

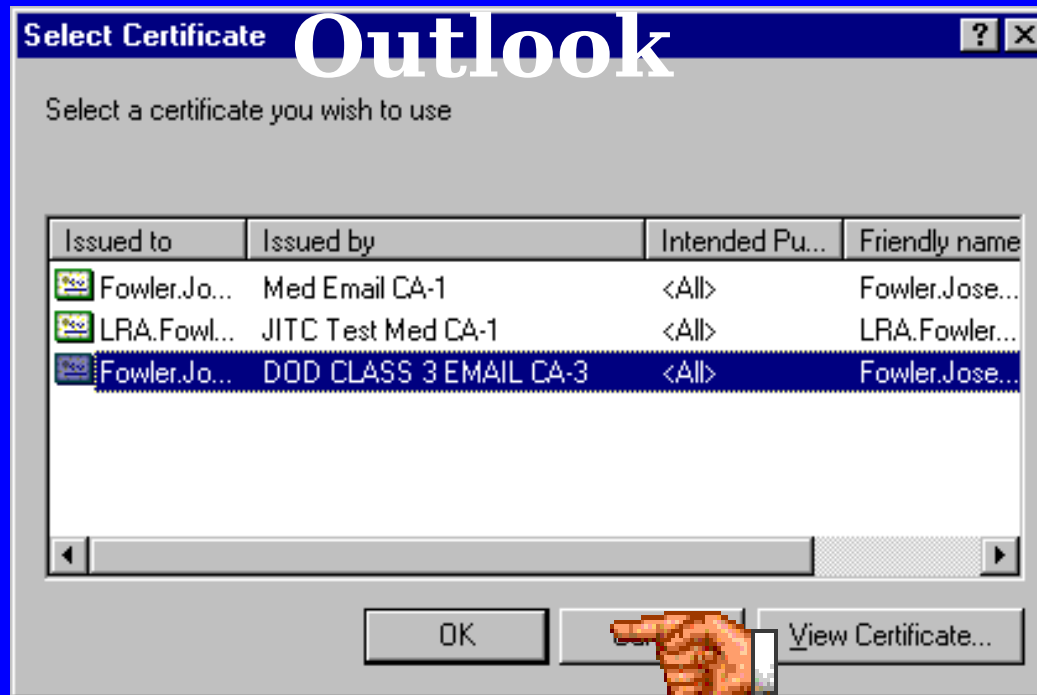
## Load E-mail Certificate into Outlook

A screenshot of the 'Change Security Settings' dialog box in Outlook. The 'Security Setting Preferences' section shows 'DoD PKI Release 2' as the selected security settings name and 'S/MIME' as the secure message format. Both checkboxes for 'Default Security Setting' are checked. Below are 'New', 'Delete', and 'Password...' buttons. The 'Certificates and Algorithms' section shows 'Fowler, Joseph, Arthur.08000010' as the signing certificate, 'SHA1' as the hash algorithm, and an empty field for the encryption certificate with a 'Choose...' button. A hand cursor is pointing at the 'Choose...' button for the encryption certificate. The 'Encryption Algorithm' field is also empty. The 'Send these certificates with signed messages' checkbox is checked. 'OK' and 'Cancel' buttons are at the bottom right.

- Click **Choose** for **Encryption Certificate**

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



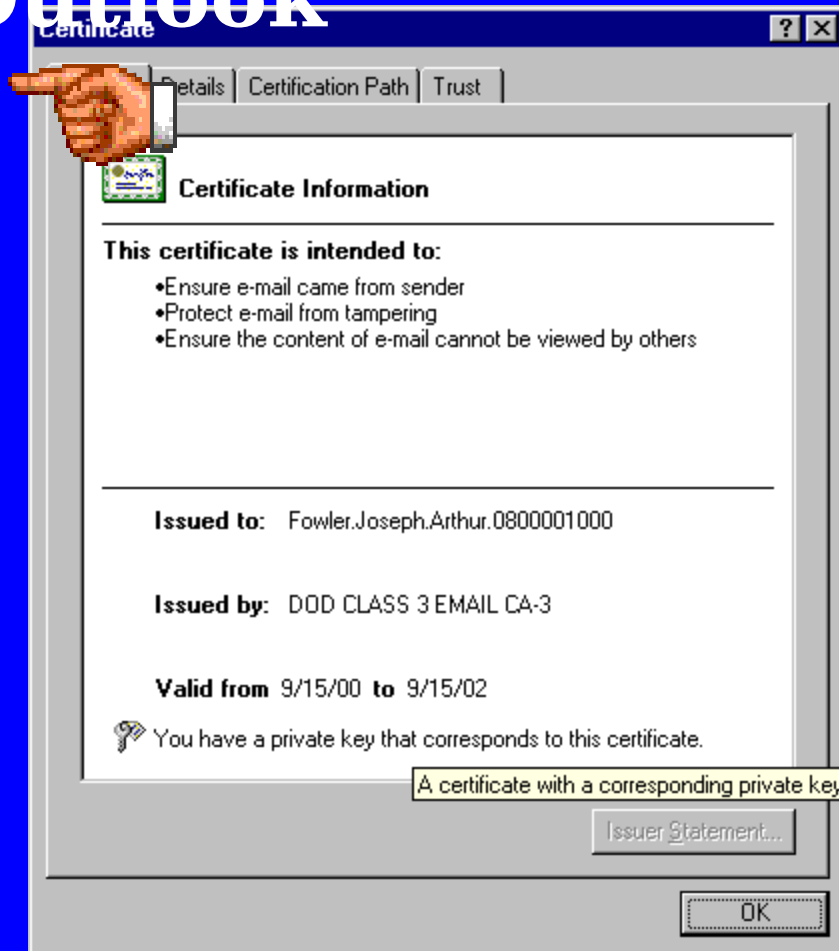
- Click *View Certificate*

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



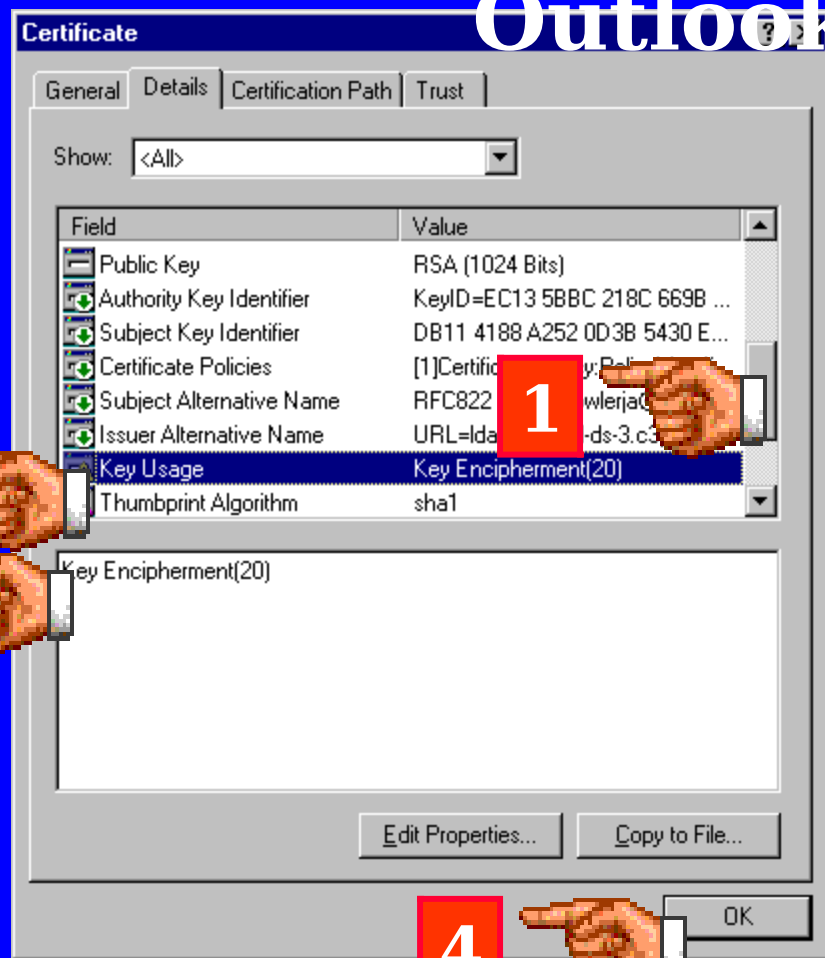
- Click *Details* tab



# Configure Outlook (cont)



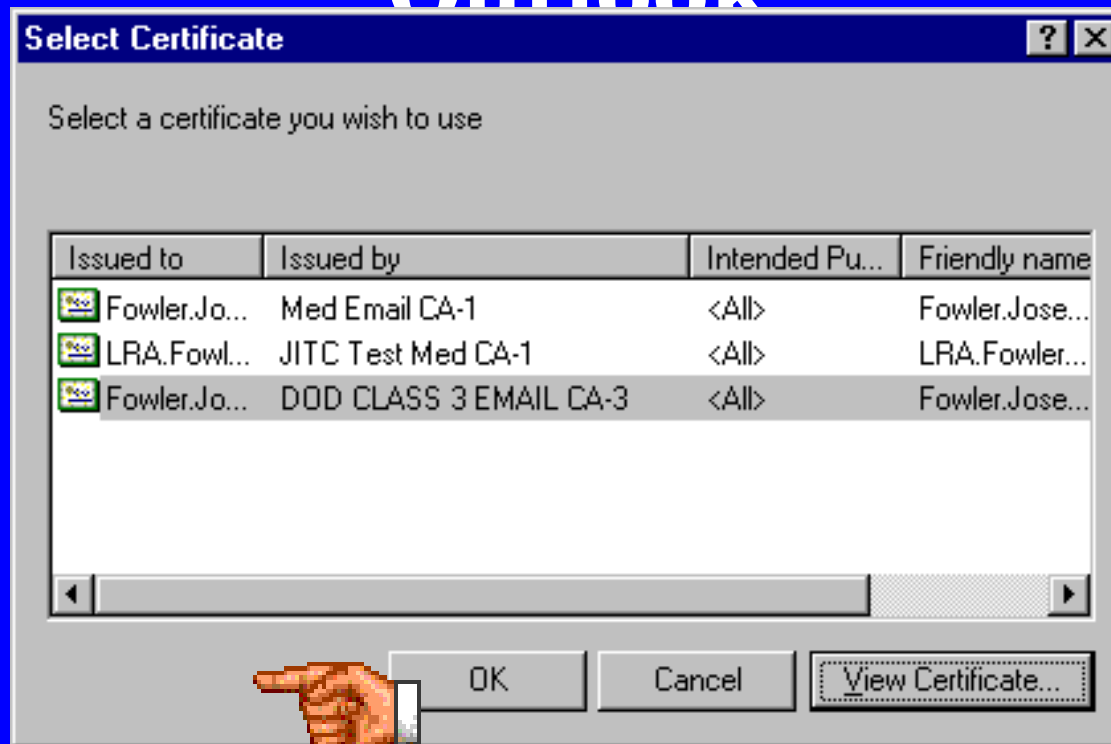
## Load E-mail Certificate into Outlook



- Scroll to Key Usage and highlight
- Verify Key Encipherment
- Click OK

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



- Click **OK**



# Configure Outlook (cont)

## Load E-mail Certificate into Outlook

A screenshot of the 'Change Security Settings' dialog box in Outlook. The dialog has two tabs: 'Security Setting Preferences' and 'Certificates and Algorithms'. In the 'Security Setting Preferences' tab, the 'Security Settings Name' is 'DoD PKI Release 2' and the 'Secure Message Format' is 'S/MIME'. There are two checkboxes: 'Default Security Setting for this Secure Message Format' (checked) and 'Default Security Setting for all secure messages' (checked). Below these are 'New', 'Delete', and 'Password...' buttons. In the 'Certificates and Algorithms' tab, the 'Signing Certificate' is 'Fowler, Joseph, Arthur.08000010', the 'Hash Algorithm' is 'SHA1', the 'Encryption Certificate' is 'Fowler, Joseph, Arthur.08000010', and the 'Encryption Algorithm' is '3DES'. There are 'Choose...' buttons for the certificates. At the bottom, there is a checkbox 'Send these certificates with signed messages' (checked) and 'OK' and 'Cancel' buttons. Four red callout boxes with white numbers 1, 2, 3, and 4 point to specific elements: 1 points to the 'Default Security Setting for this Secure Message Format' checkbox, 2 points to the 'Default Security Setting for all secure messages' checkbox, 3 points to the 'Send these certificates with signed messages' checkbox, and 4 points to the 'OK' button.

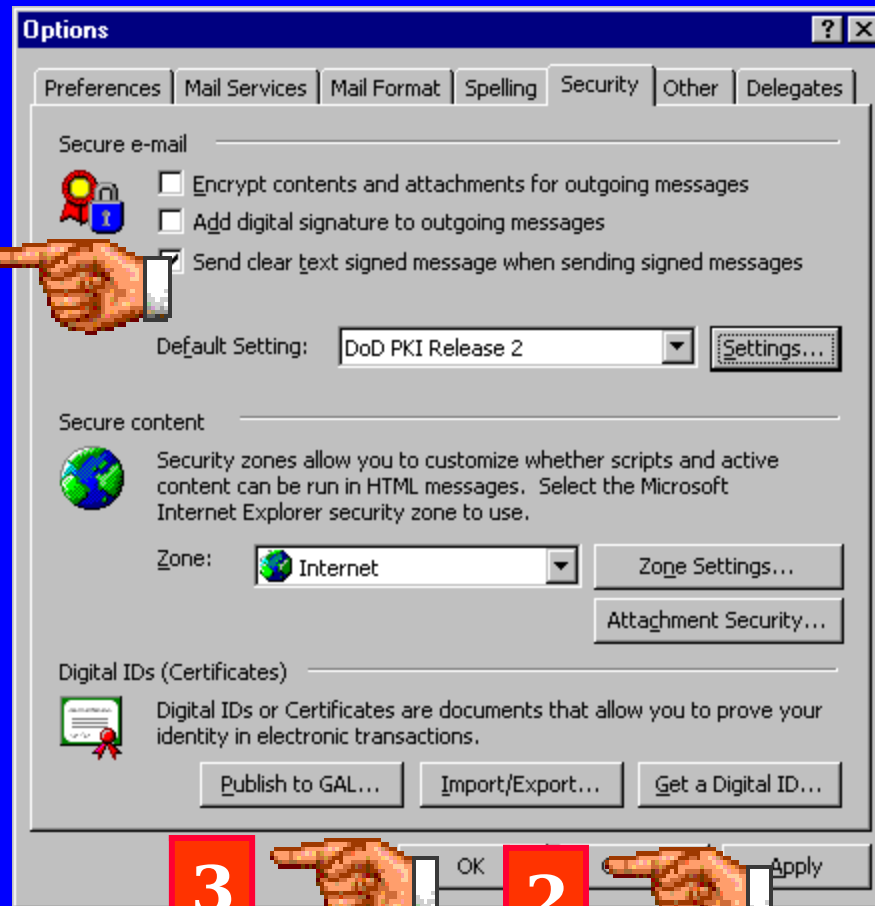
### • Verify Security Setting Preferences

- ✓ Default Security Setting for this Secure Message Format
- ✓ Default Security Setting for all secure messages
- ✓ Send these certificates with signed messages

### • Click OK

# Configure Outlook (cont)

## Load E-mail Certificate into Outlook



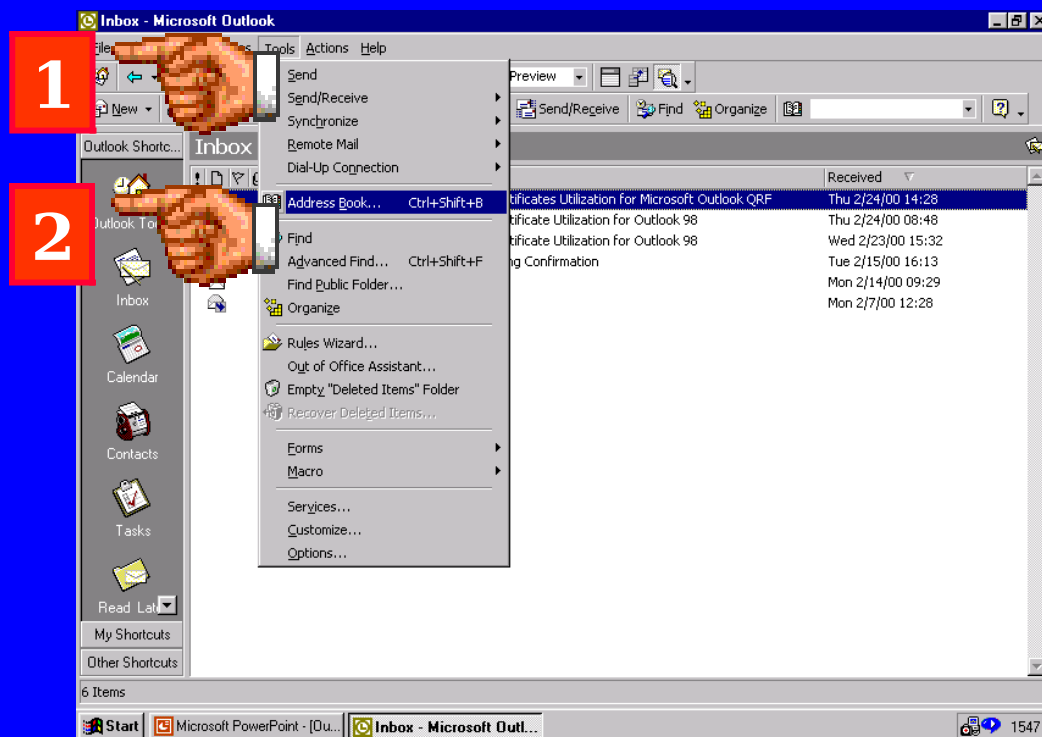
- Select Send Clear Text message when sending signed messages
- Select **Apply**
- Select **OK**

# Configure Outlook (cont)

## Set Contacts as Default Address Book



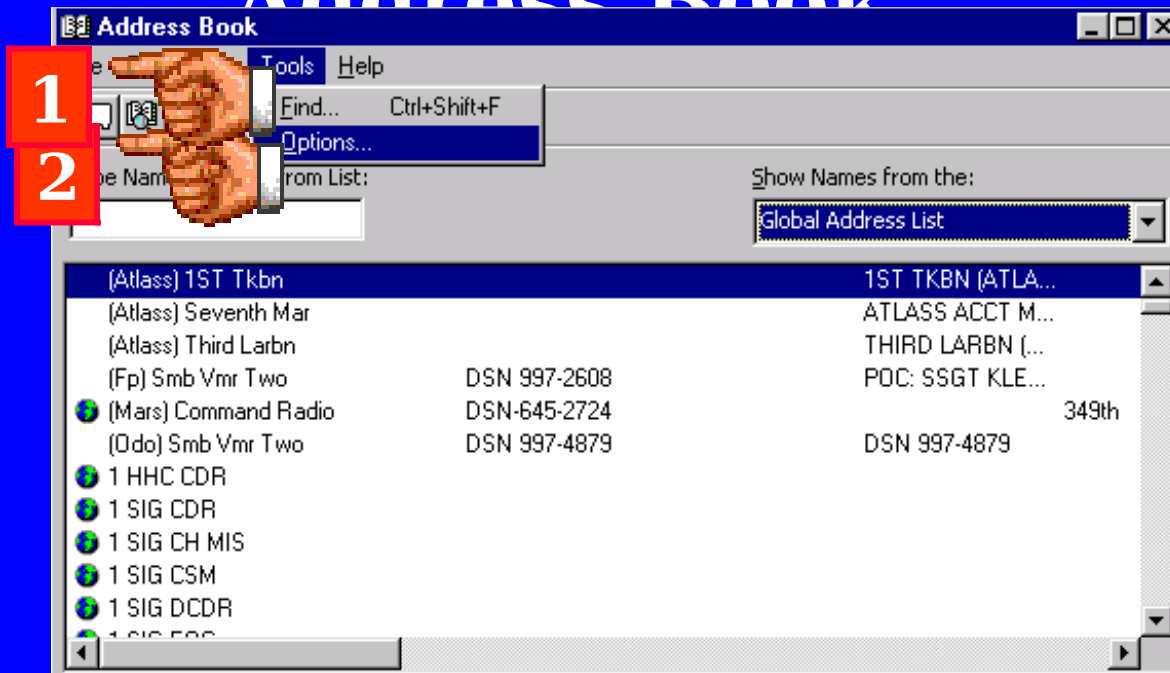
- Select Tools
- Select Address Book



**Note: To send & receive DoD PKI messages, Contacts must be set as the first location referenced in the address book.**

# Configure Outlook (cont)

## Set Contacts as Default Address Book



- Select *Tools*
- Select *Options*

# Configure Outlook (cont)

## Set Contacts as Default Address Book



- Select **Contacts** or **Global Address List** in “Show this address list first” field.
- Set “Keep personal addresses in” to **Contacts**

The screenshot shows the 'Services' dialog box with the 'Addressing' tab selected. The 'Show this address list first:' dropdown is set to 'Contacts'. The 'Keep personal addresses in:' dropdown is also set to 'Contacts'. Below these, a list shows 'Contacts' and 'Global Address List' in the order they will be used for checking names. At the bottom are buttons for 'Add...', 'Remove', 'Properties', 'OK', 'Cancel', 'Apply', and 'Help'.

Services [?] [X]

Services | Delivery | Addressing

Show this address list first:

Contacts

Keep personal addresses in:

Contacts

When sending mail, check names using these address lists in the following order:

Contacts

Global Address List

Add... Remove Properties

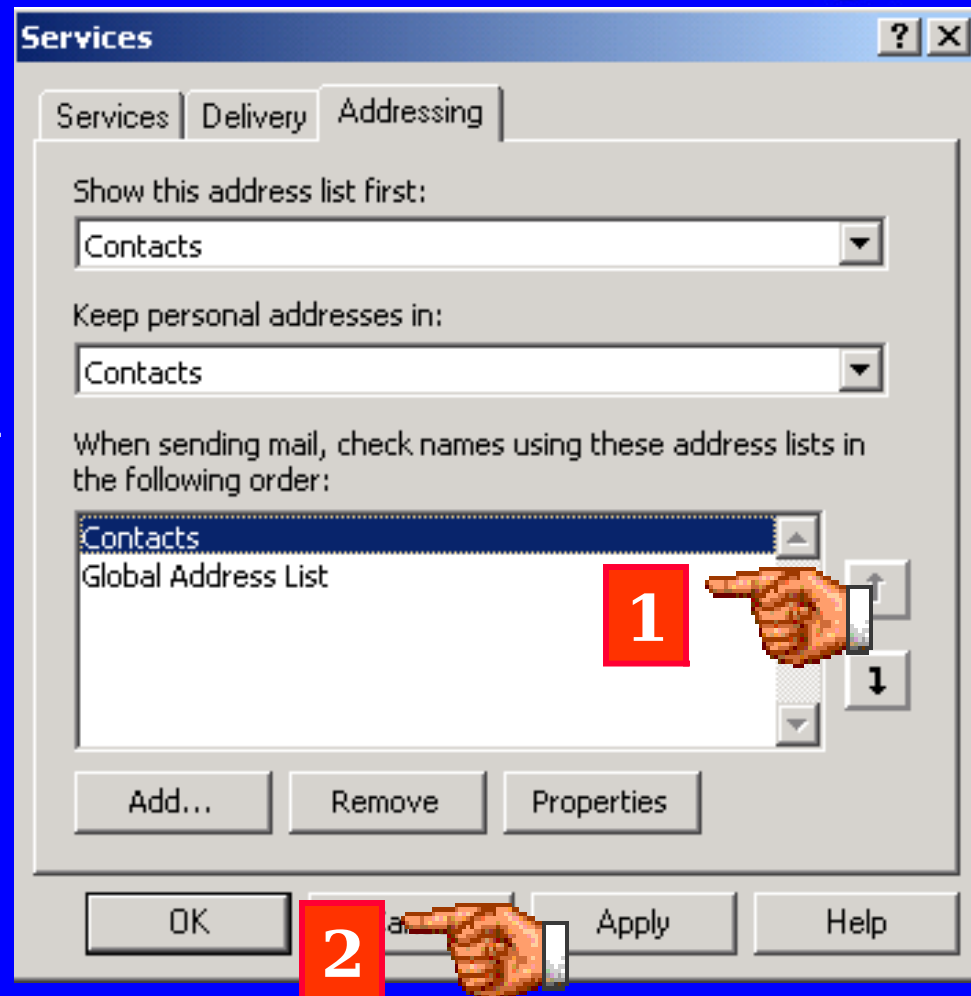
OK Cancel Apply Help

# Configure Outlook (cont)

## Set Contacts as Default Address Book



- Use arrows to send Contacts to top of list in “When sending mail...” field
- Click **Apply**

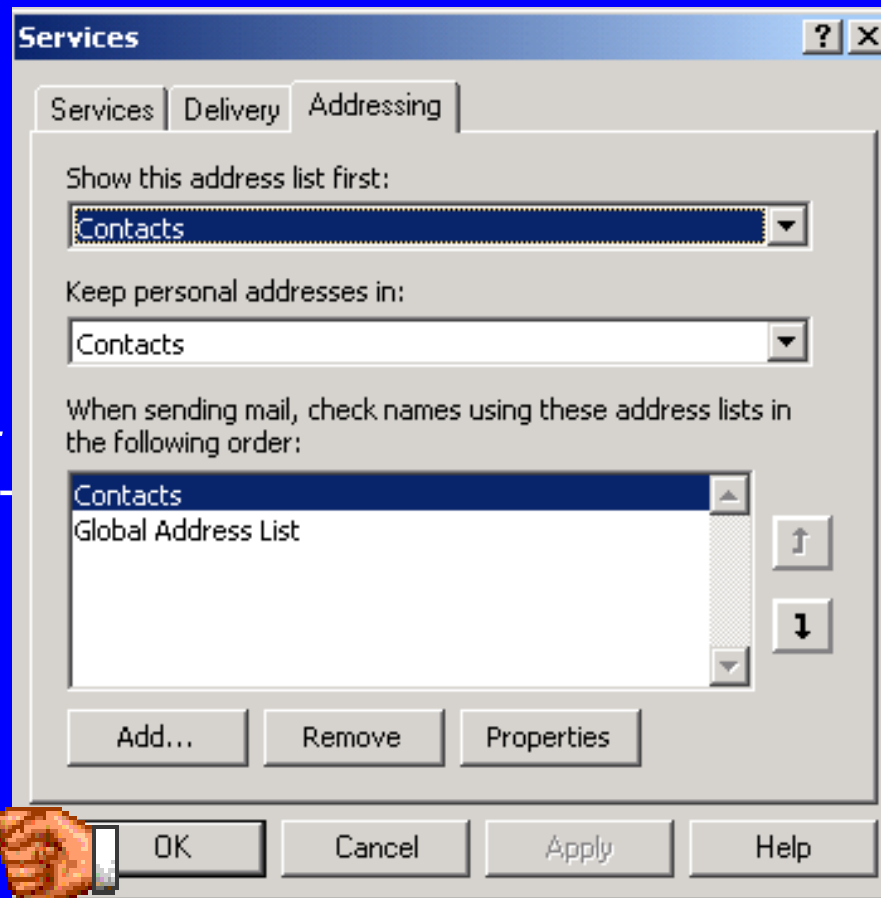


# Configure Outlook (cont)

## Set Contacts as Default Address Book

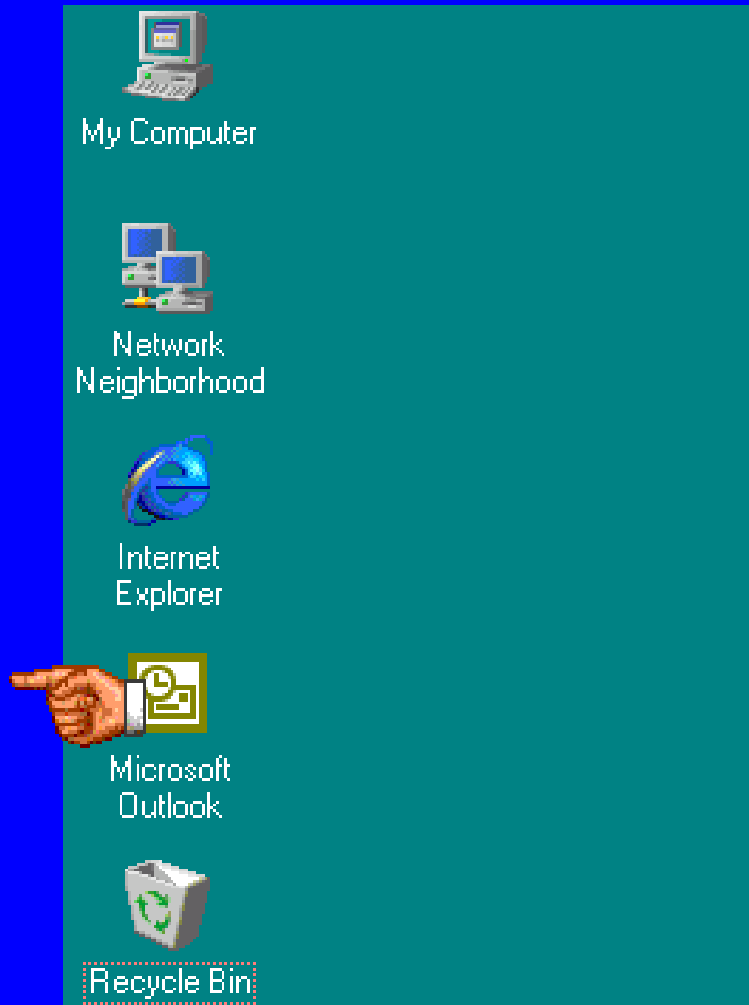


- Click **OK**



Outlook is configured to utilize DoD PKI Ce

# Configure Outlook Toolbar



- Open MS Outlook

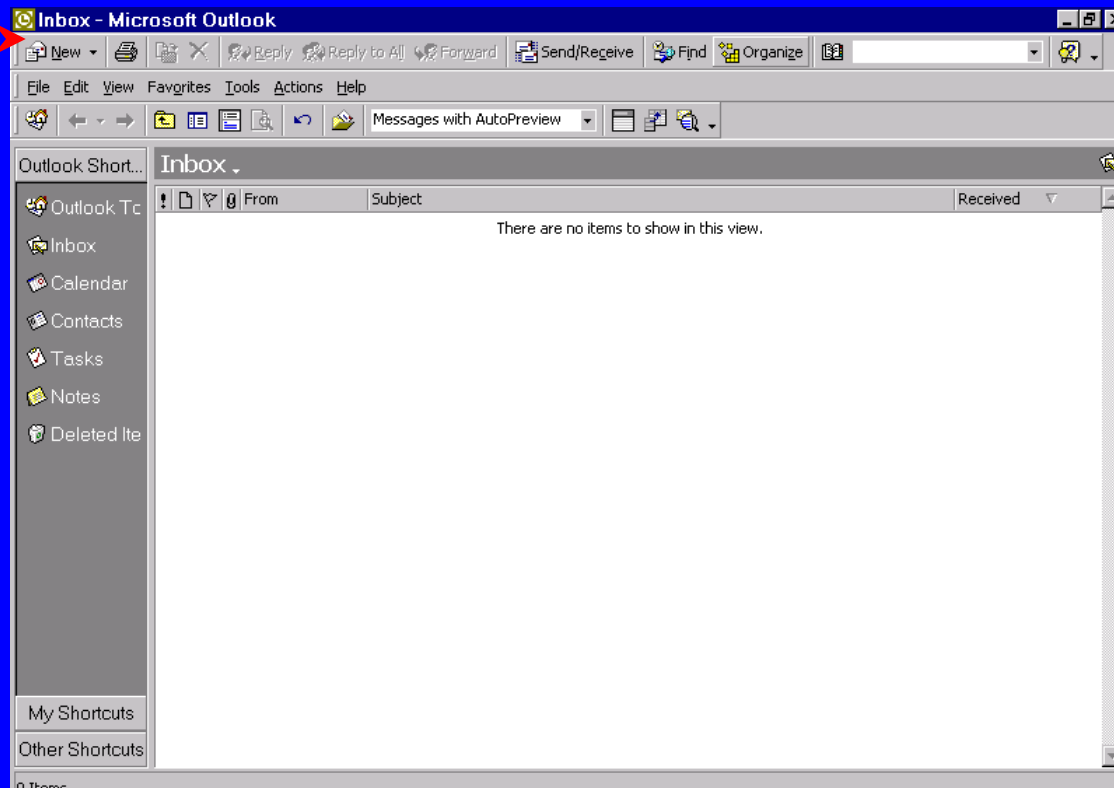


# Configure Outlook Toolbar



- Click *New* message

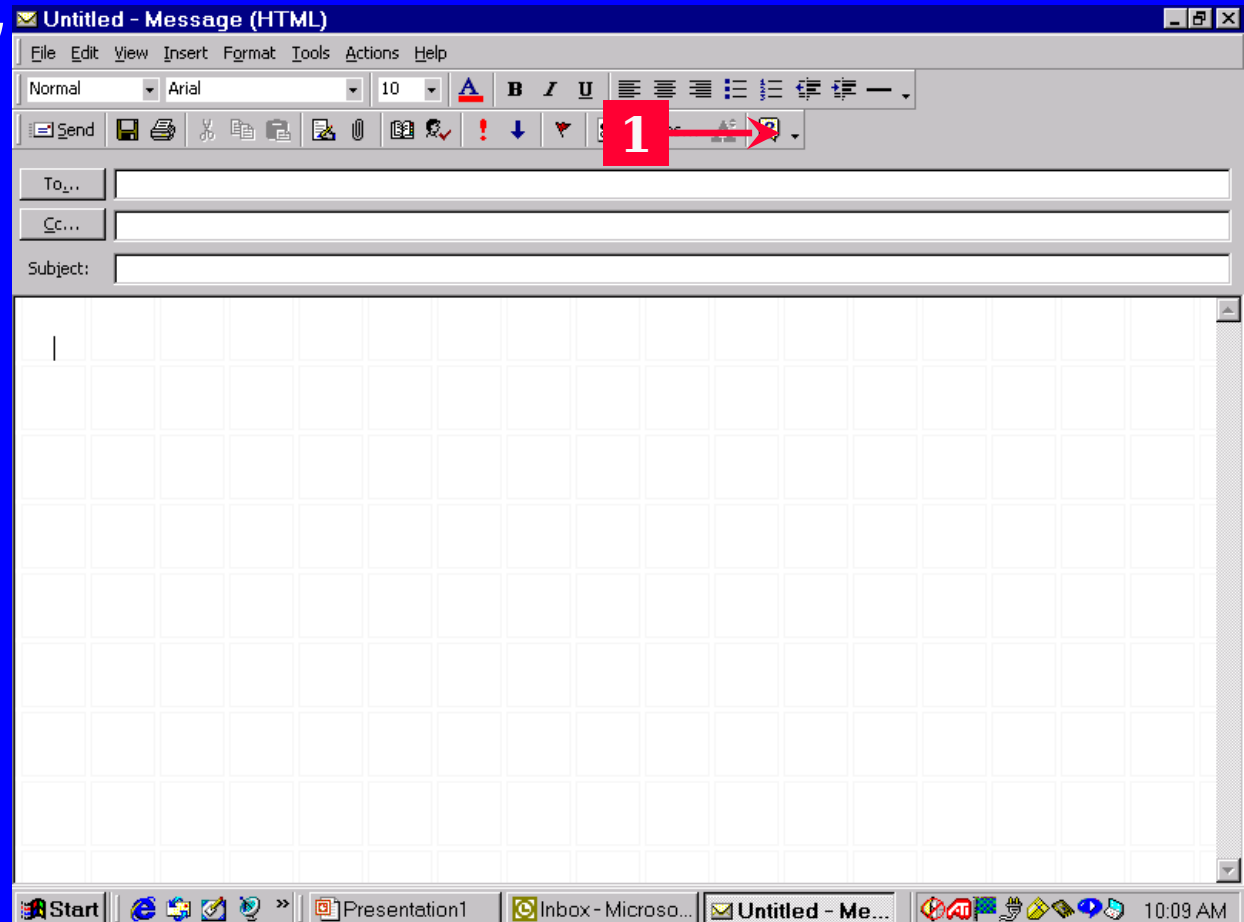
1



# Configure Outlook Toolbar



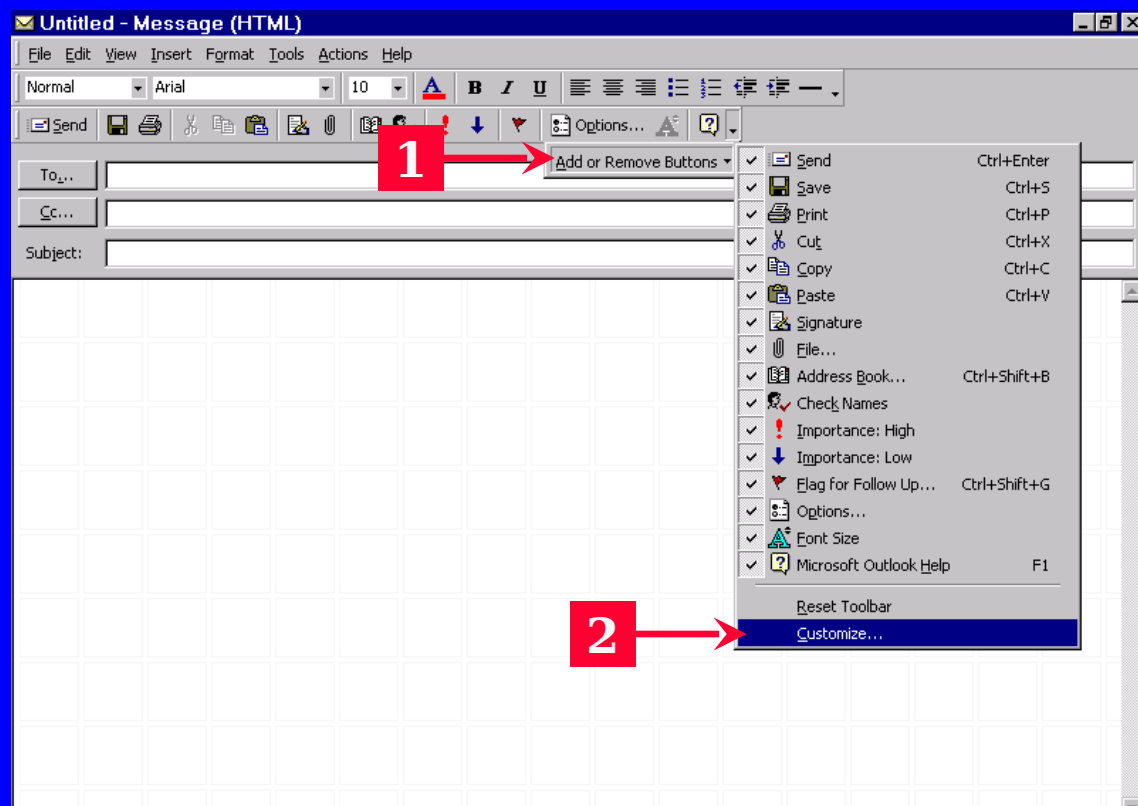
- Click the *down arrow* on the toolbar



# Configure Outlook Toolbar



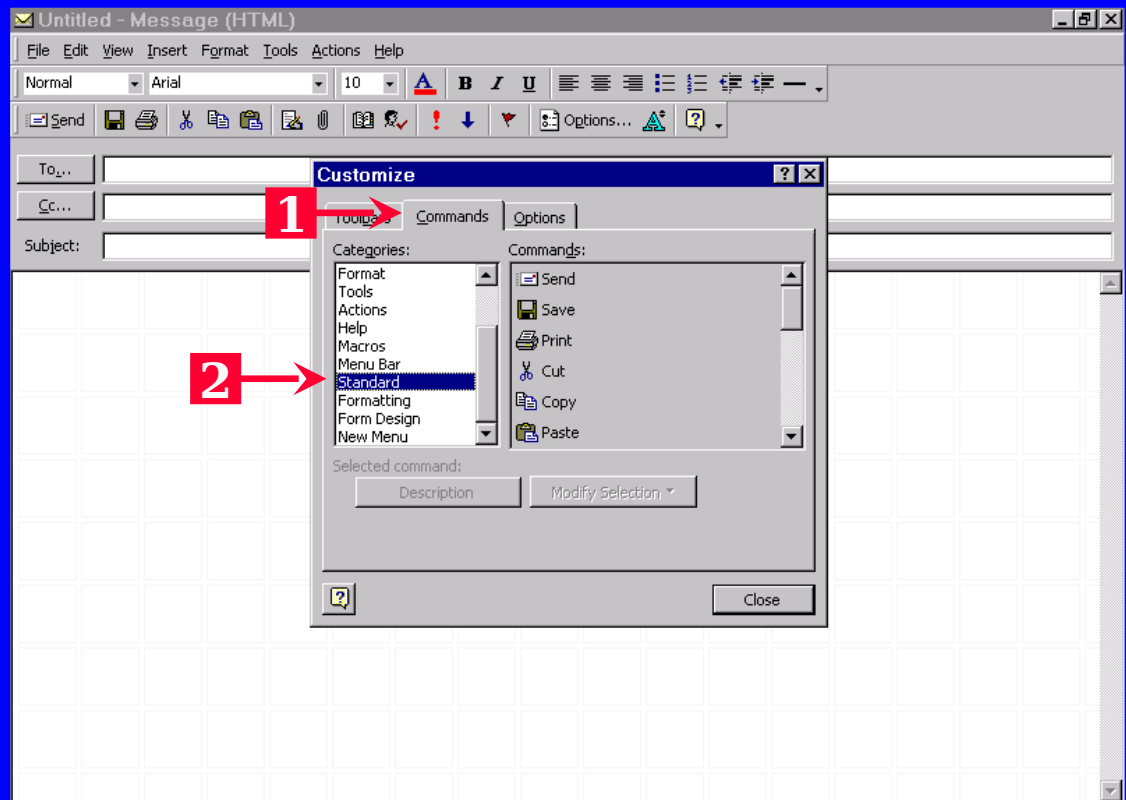
- Choose *Add or Remove Buttons*
- Click **Customize**



# Configure Outlook Toolbar



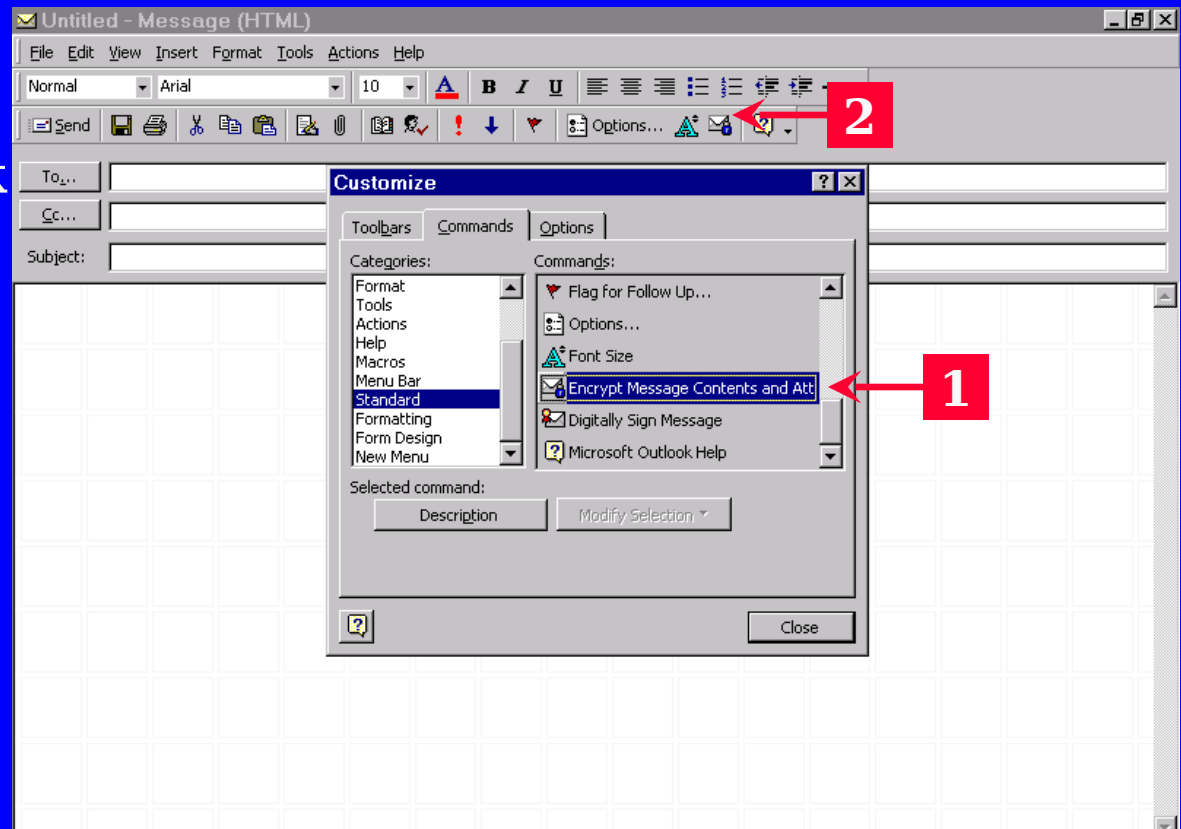
- Select *Commands* tab
- Scroll down in the left column
- Click *Standard*



# Configure Outlook Toolbar



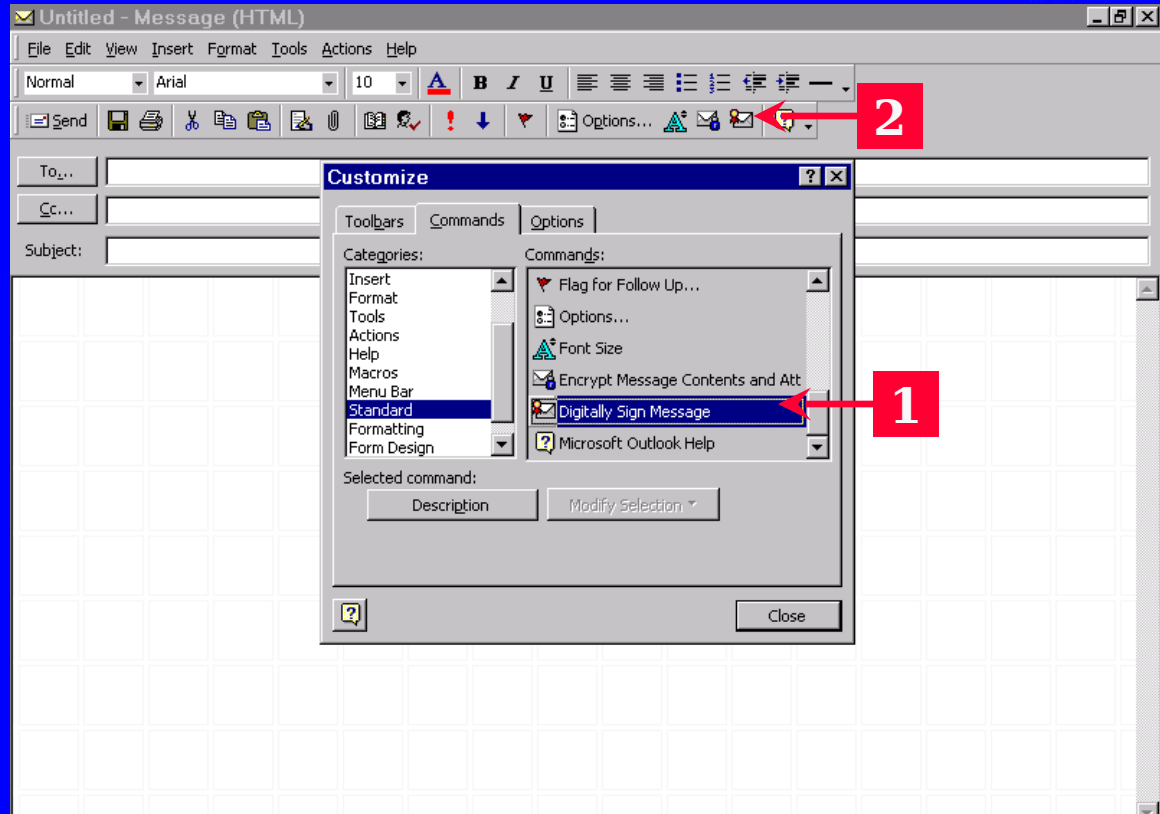
- Scroll down in the right column
- Select the *Encrypt Message* icon
- Click and Drag the icon into the Outlook Toolbar



# Configure Outlook Toolbar



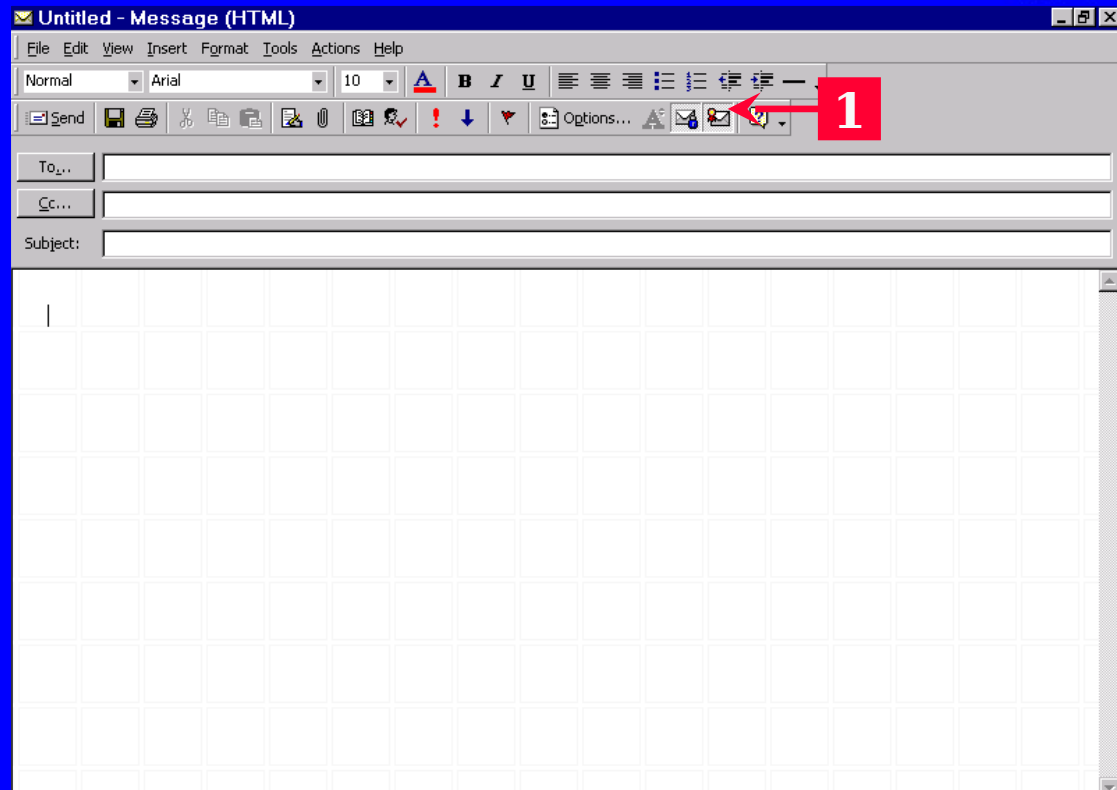
- Scroll down in the right column
- Select *Digitally Sign Message*
- Click and Drag the icon into the Outlook Toolbar



# Configure Outlook Toolbar



- To send a message Encrypted or Digitally Signed
- Select one or both icons



**Outlook is configured to utilize DoD PKI Certificates.**

# **Outlook 2000 Certificate Utilization**



## **Lesson 4**

**Create MS Outlook Contacts and  
Add PKI Certificates to Contacts**



# Create Contacts and Add PKI Certificates to Contacts

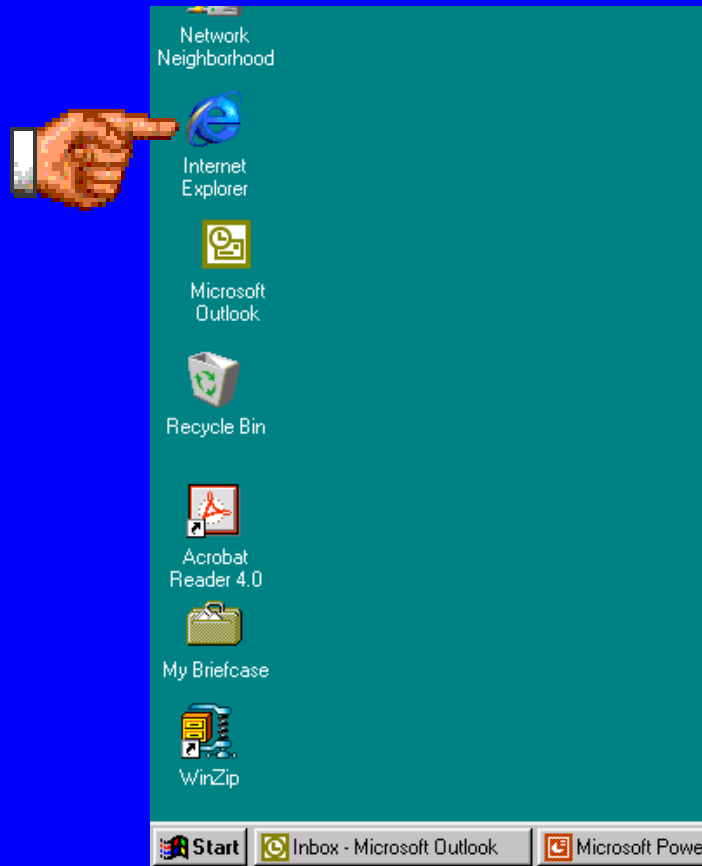


## Methods to Create MS Outlook Contacts and Import DoD

### Certificates

- Download and Import Certificate into Contacts
  - Download Certificate from Chambersburg
  - Import Certificate into Contacts
- Receive a Signed E-Mail

# Create Contacts & Add PKI Certs (cont) Download Certificate

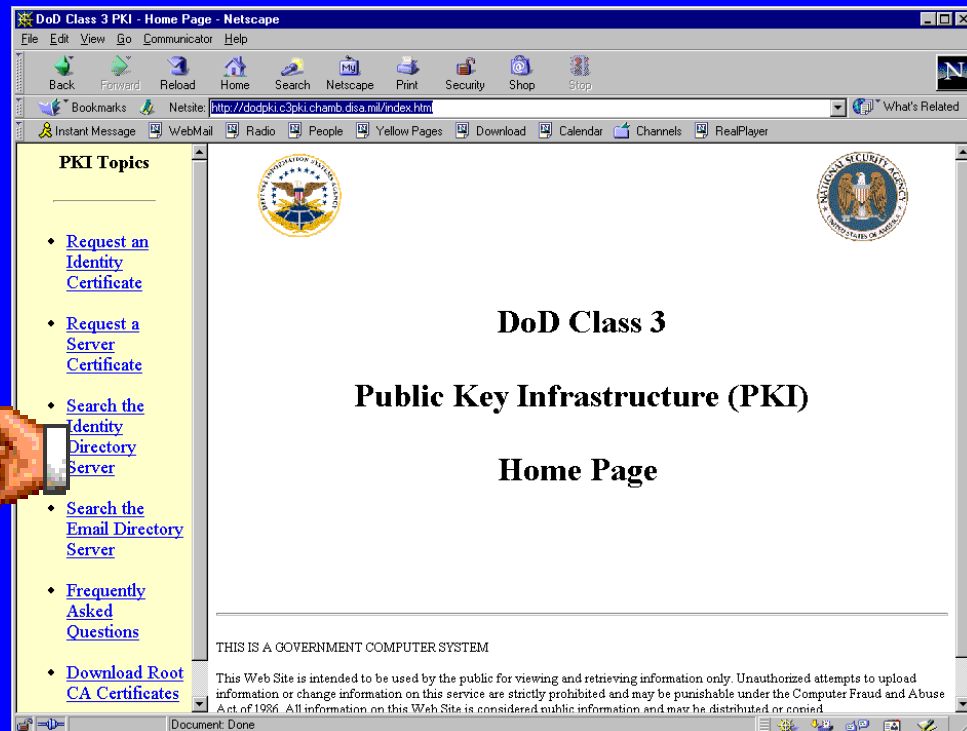


- Double click on MS Internet Explorer

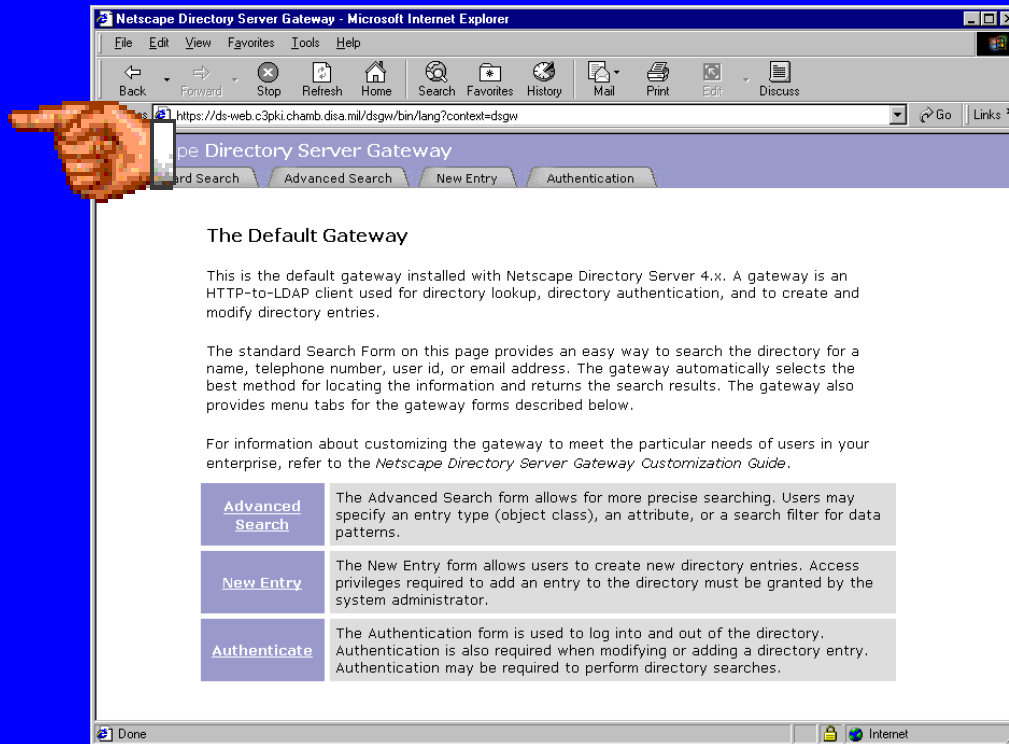
# Create Contacts & Add PKI Certs (cont) Download Certificate



- Click *Search the Identity Directory Server*



# Create Contacts & Add PKI Certs (cont) Download Certificate



- Enter [http://ds-web.c3pki.chamb.disa.mil/id](https://ds-web.c3pki.chamb.disa.mil/id) in IE "Address" field

# Create Contacts & Add PKI Certs (cont) Download Certificate



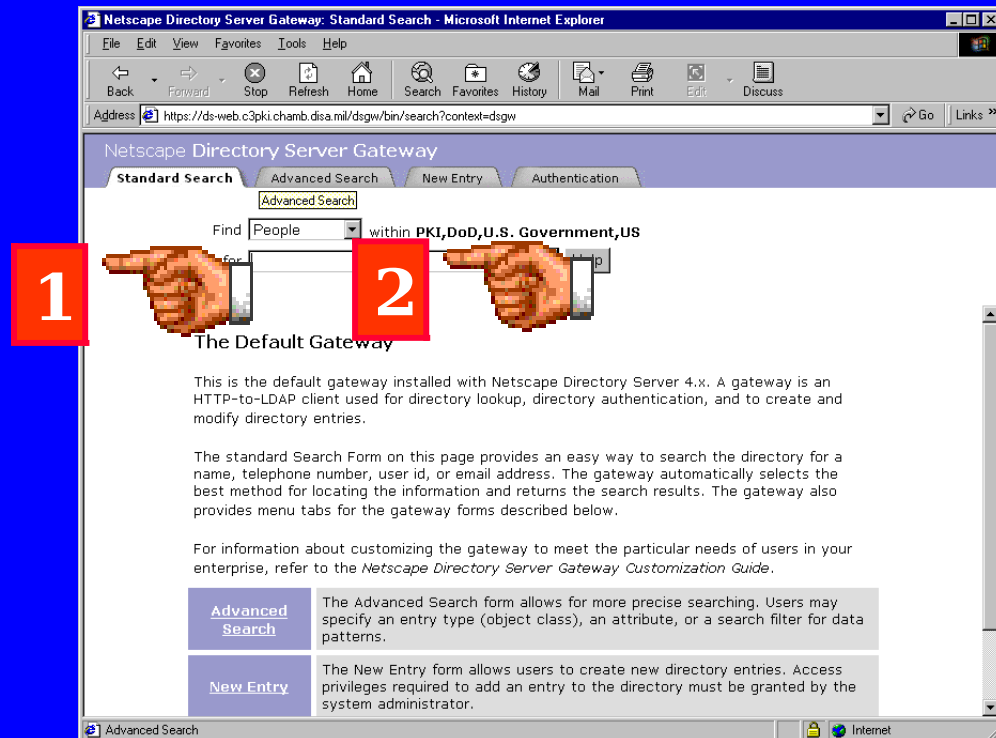
- Click **Standard Search**

A screenshot of a web browser window displaying the 'Netscape Directory Server Gateway: Standard Search' page. The browser's address bar shows 'https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/search?context=dsgw'. The page has a navigation bar with tabs: 'Standard Search' (selected), 'Advanced Search', 'New Entry', and 'Authentication'. Below the tabs, there is a search form with a dropdown menu set to 'People' and a text input field. The search criteria are specified as 'within PKI,DoD,U.S. Government,US'. There are 'Search' and 'Help' buttons. The main content area contains text about 'The Default Gateway' and a table with links to 'Advanced Search' and 'New Entry' forms. The status bar at the bottom indicates 'Advanced Search' and 'Internet'.

# Create Contacts & Add PKI Certs (cont) Download Certificate



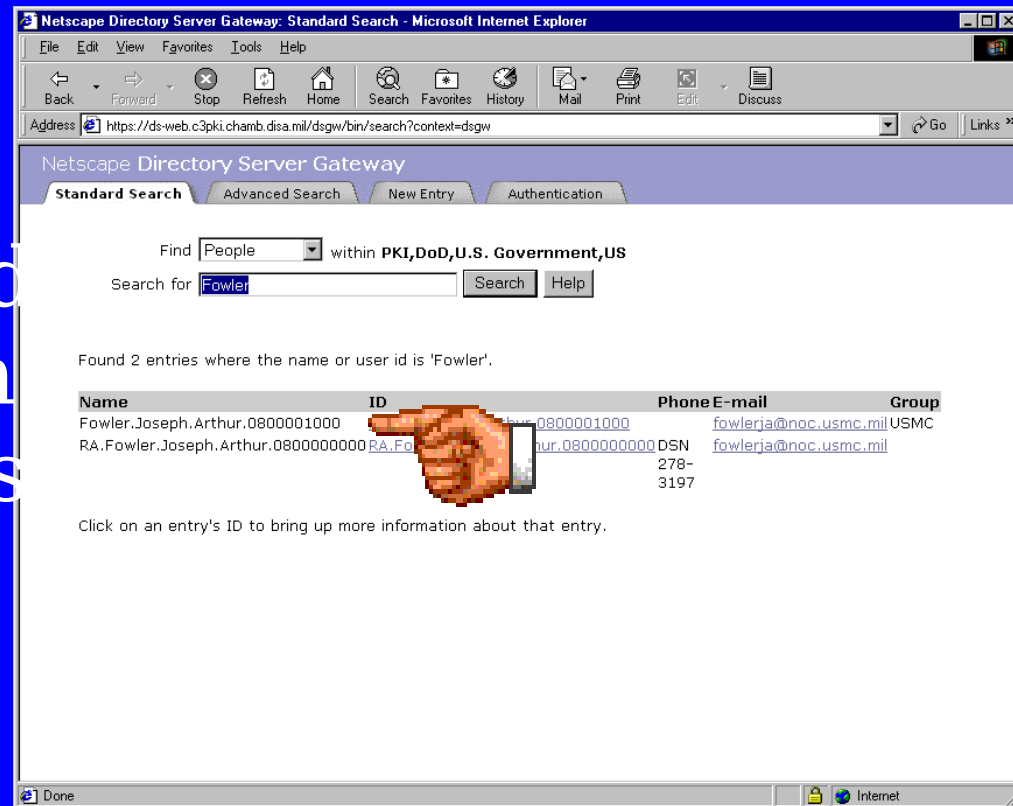
- Enter Last Name ONLY in “Search For” field
- Click on **Search** button



# Create Contacts & Add PKI Certs (cont) Download Certificate



- Select desired name ID from search results



# Create Contacts & Add PKI Certs (cont) Download Certificate



- Click *Download Certificate*



Netscape Directory Server Gateway: Standard Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/search?context=dsgw> Go Links

Netscape Directory Server Gateway

Standard Search Advanced Search New Entry Authentication

Find  within **PKI,DoD,U.S. Government,US**

Search for  Search Help

**Fowler.Joseph.Arthur.0800001000, USMC**

[Download Certificate](#) [Show Card](#) [Edit Person](#)

Contact Information			
First Name:	Joseph	Common Name:	Fowler.Joseph.Arthur.0800001000
Last Name:	Fowler		
Phone:		E-Mail Address:	<a href="mailto:fowlerja@noc.usmc.mil">fowlerja@noc.usmc.mil</a>
Fax:		User ID:	0800001000
Pager:		Mobile Phone:	

Business and Location Information			
Business Category:		Title:	
Organizational Unit:	USMC	Manager:	
Room Number:		Admin.:	
Dept#:		Emp#:	
Car License#:			
Mailing Address:			

[Click here to view this entry in detail](#) Internet

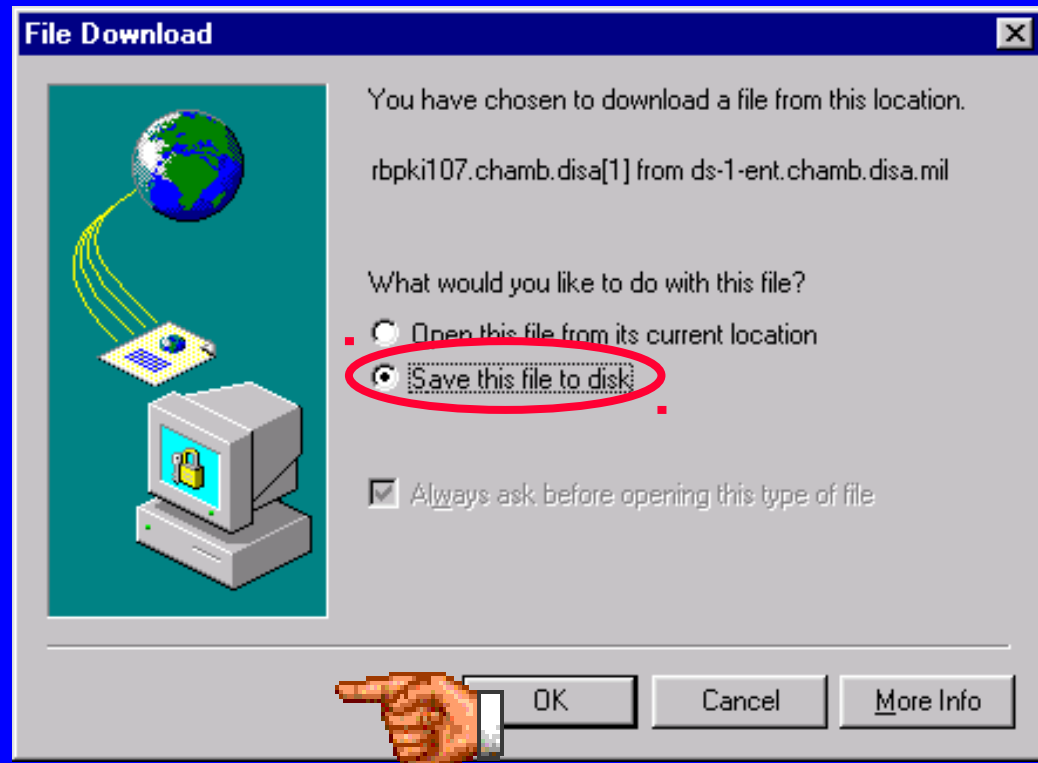


# Create Contacts & Add PKI Certs (cont)

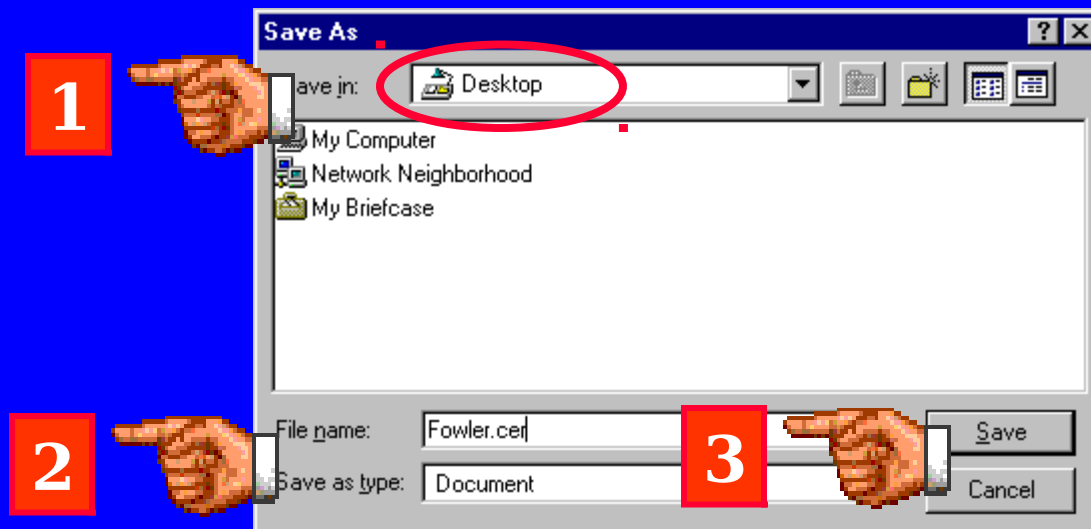
## Download Certificate



- Ensure “Save this file to disk” radio button is selected
- Click **OK**



# Create Contacts & Add PKI Certs (cont) Download Certificate

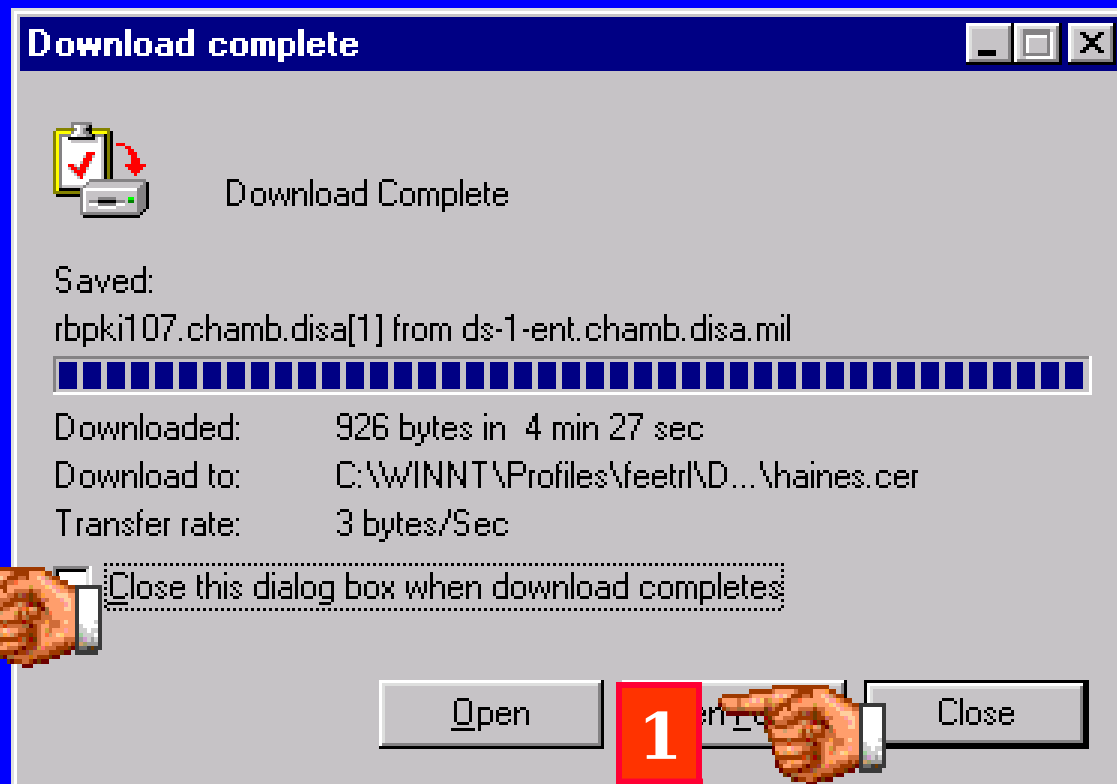


- Ensure Desktop is in “Save in:” field
- Enter **desired name.cer** in “File name:” field
- Click **Save**

# Create Contacts & Add PKI Certs (cont) Download Certificate



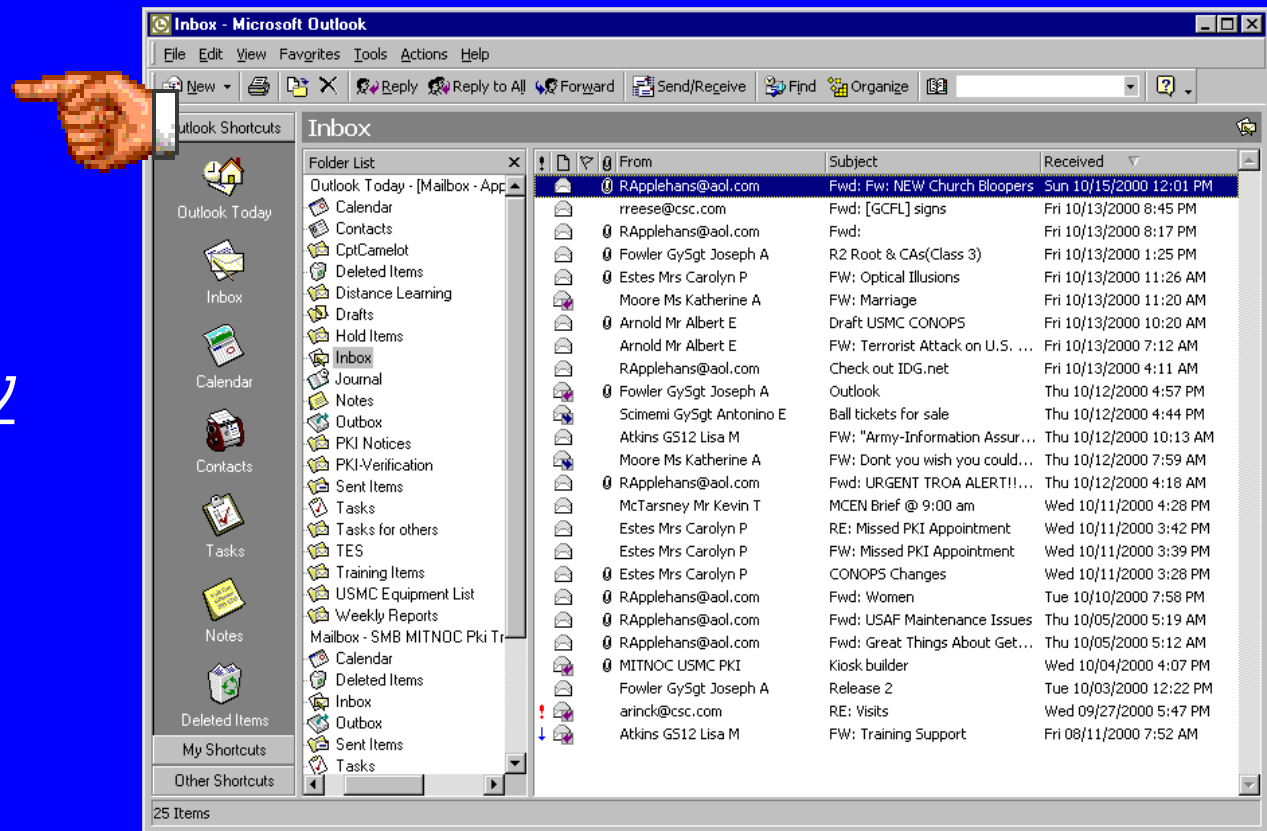
- Click *Close* to close Netscape browser
- (May NOT be visible if box previously checked) **2**



# Create Contacts & Add PKI Certs (cont) Download Certificate

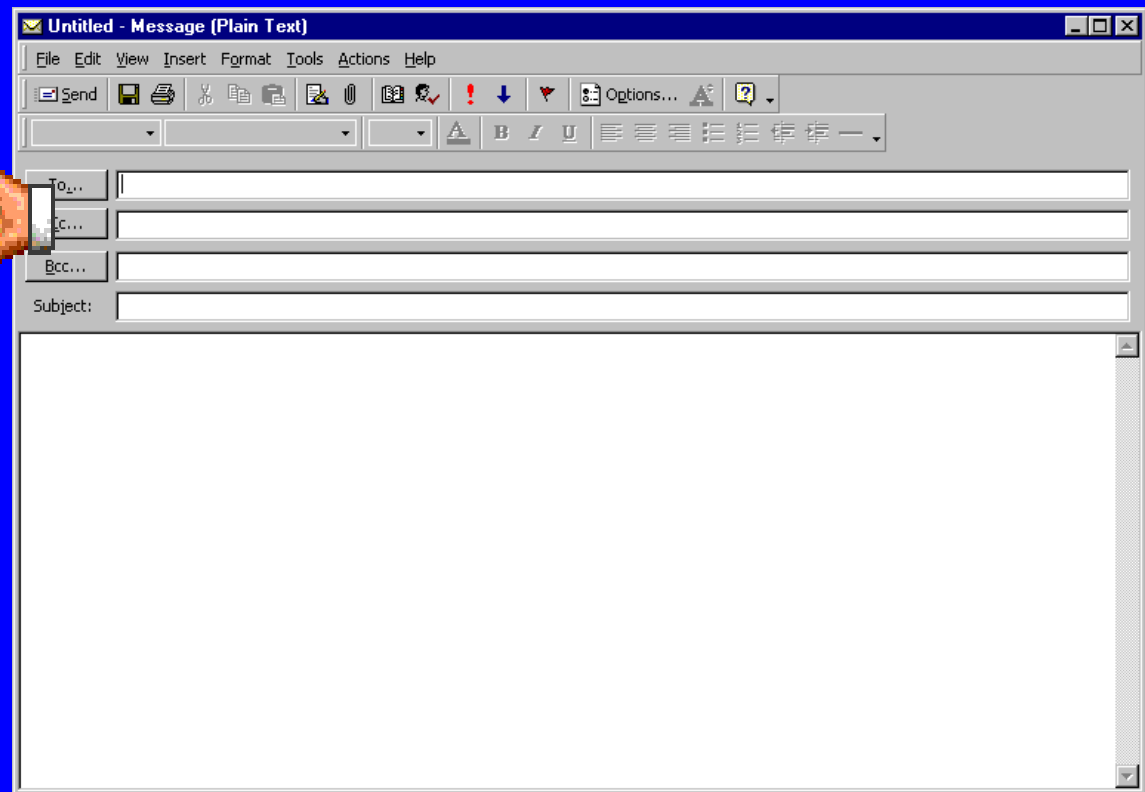


- Open MS Outlook
- Click New button in Outlook Inbox



# Create Contacts & Add PKI Certs (cont)

## Download Certificate



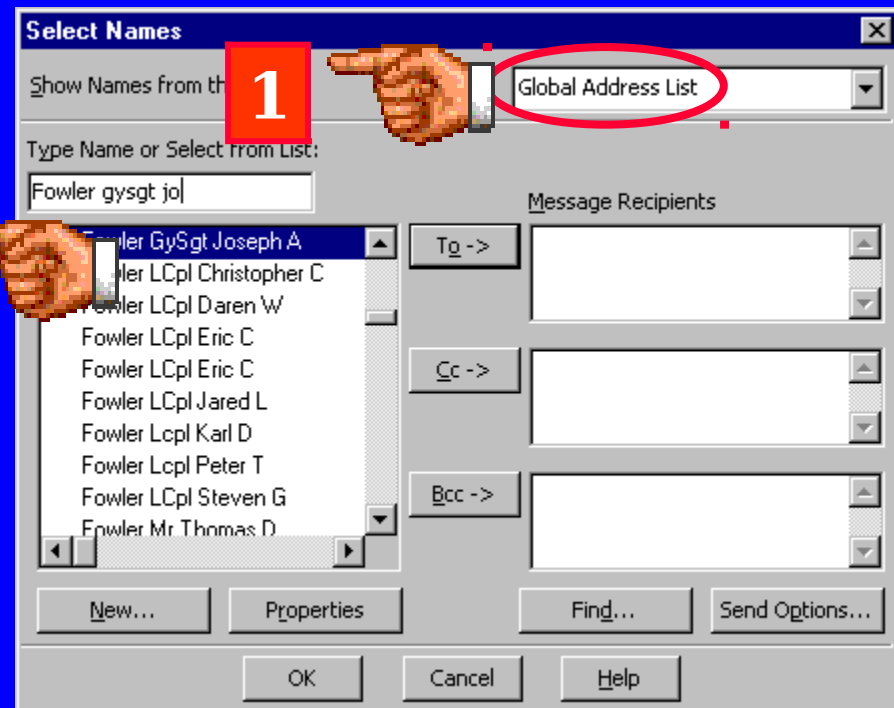
- Click *To...* to open Select Names window

# Create Contacts & Add PKI Certs (cont)

## Download Certificate



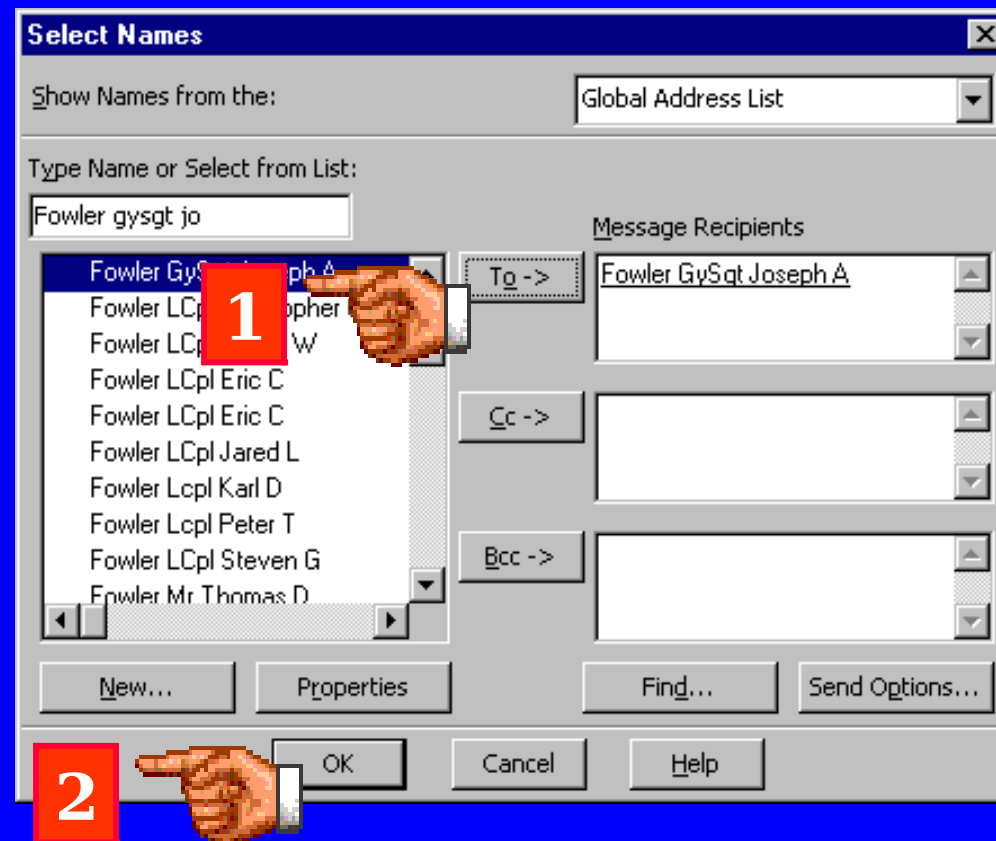
- Ensure “Global Address List” is selected in “Show Names from the:” field
- Select desired name



# Create Contacts & Add PKI Certs (cont) Download Certificate



- Click To
- Click OK



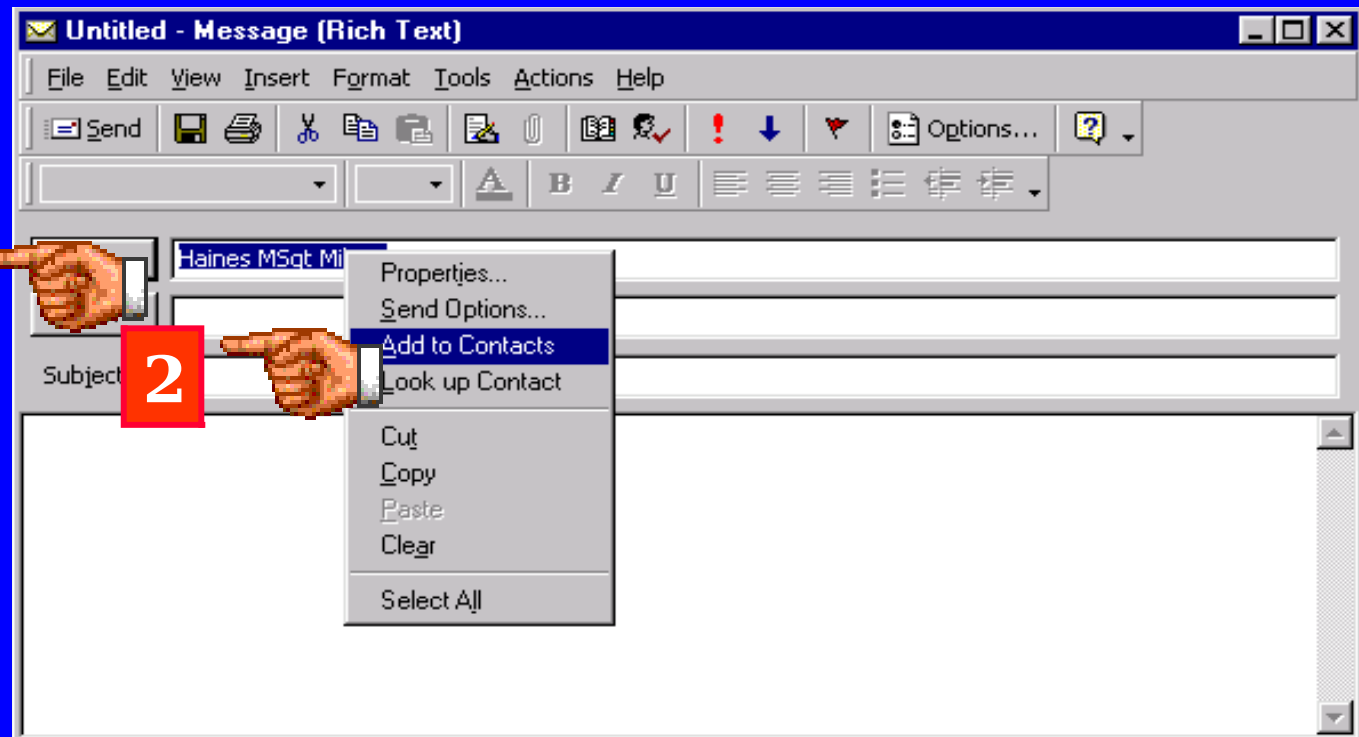
# Create Contacts & Add PKI Certs (cont)

## Download Certificate



- *RIGHT* click individual's name in "To" field

- Select **Add to Contacts**





# Create Contacts & Add PKI Certs (cont)

## Download Certificate



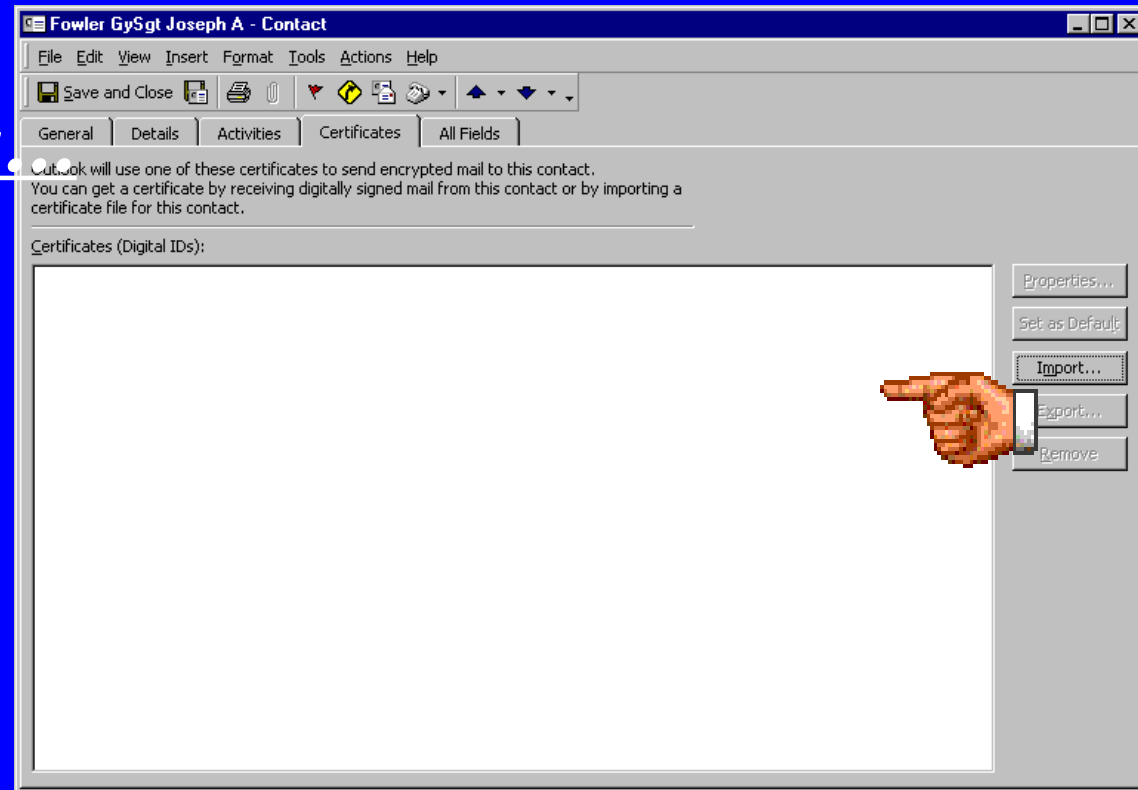
- Add or Change information as desired
- Select *Certificates* tab

A screenshot of a software window titled "Fowler GySgt Joseph A - Contact". The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for saving, printing, and other functions. Below the toolbar are four tabs: "General", "Details", "Certificates", and "All Fields". The "Certificates" tab is currently selected, and a red hand cursor is pointing at it. The "General" tab shows fields for "Full Name..." (Fowler GySgt Joseph A), "Job title:", "Company:", "File as:" (A, Fowler GySgt Joseph), "Business", "Home", "Business Fax", "Mobile", "Address..." (Business), "E-mail" (Fowler GySgt Joseph A), and "Web page address:". There is also a checkbox for "This is the mailing address". The "Certificates" tab is currently empty. At the bottom of the window are buttons for "Contacts...", "Categories...", and a "Private" checkbox.

# Create Contacts & Add PKI Certs (cont) Download Certificate



- Click Import...

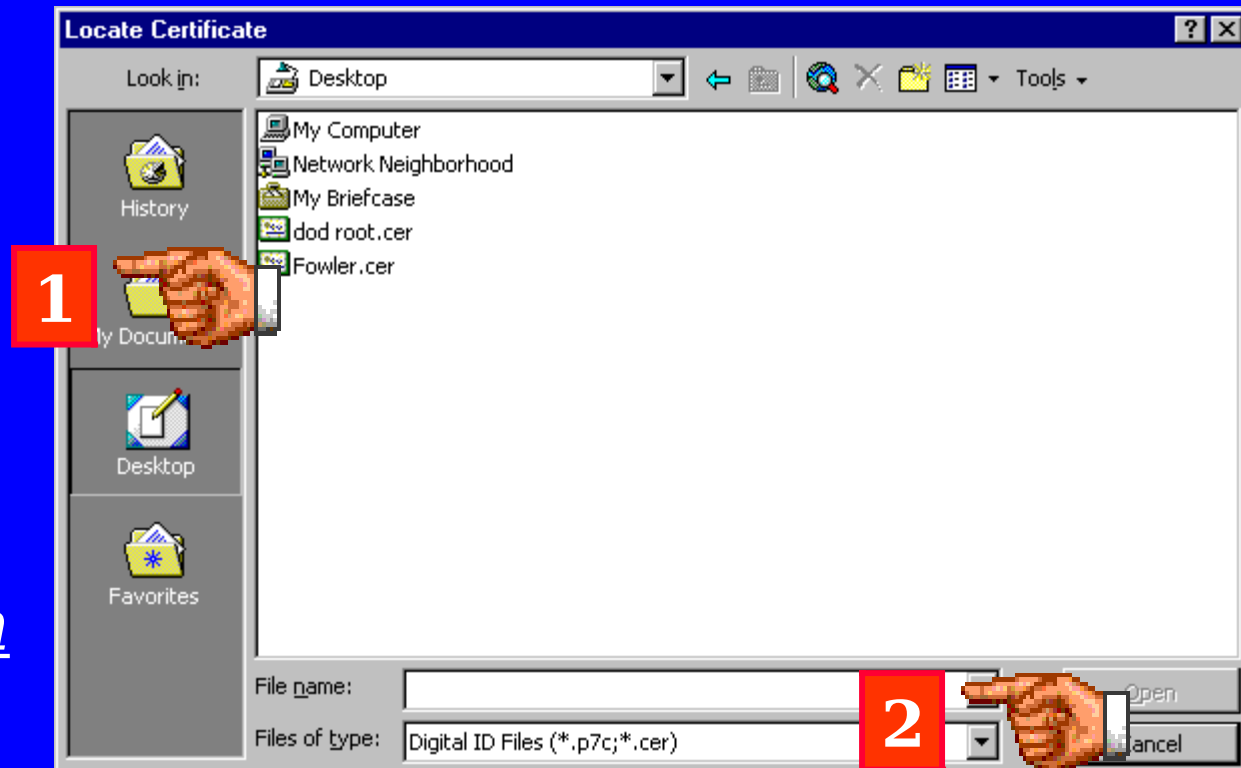


# Create Contacts & Add PKI Certs (cont)

## Download Certificate

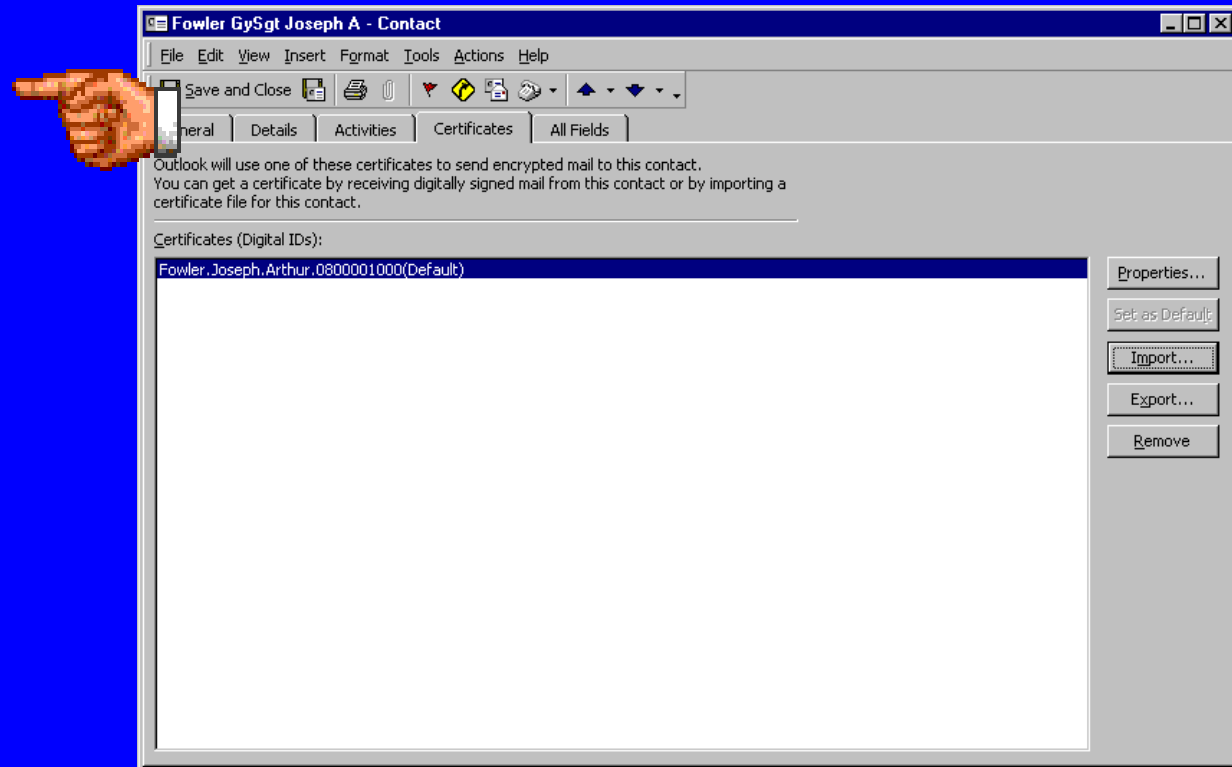


- Select desired certificate



- Click *Open*

# Create Contacts & Add PKI Certs (cont) Download Certificate



- Click *Save and Close*

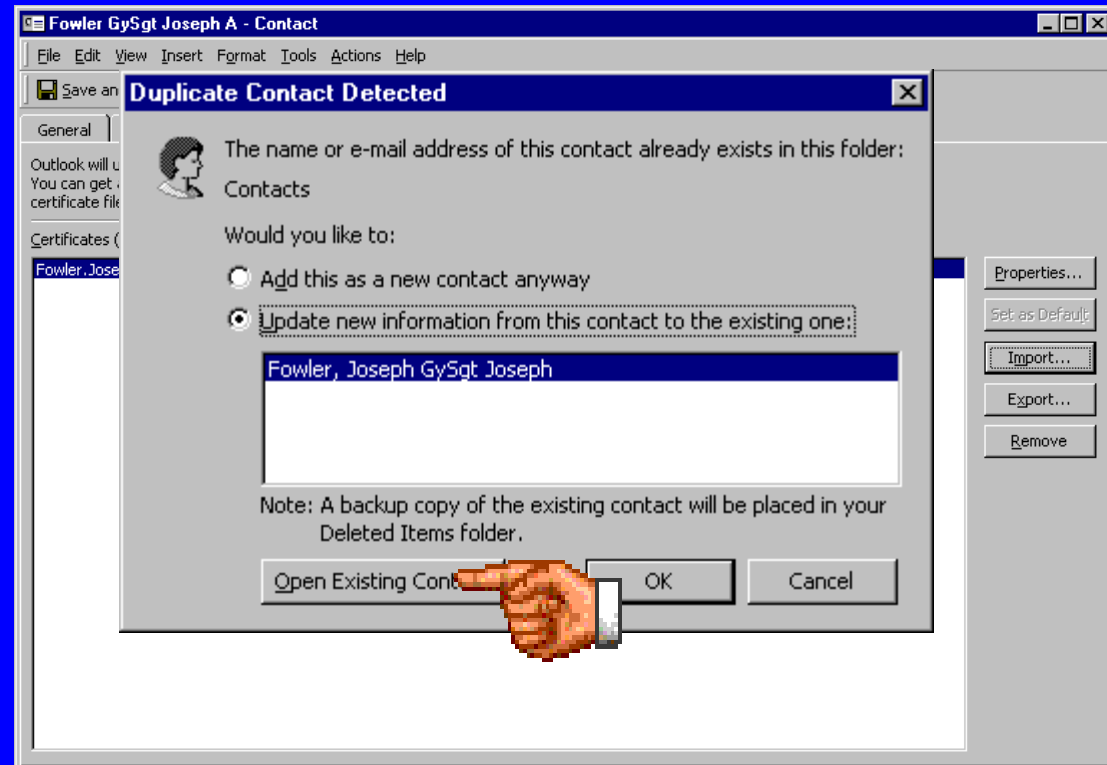
Certificate is now stored in MS  
Outlook Contacts

# Create Contacts & Add PKI Certs (cont) Download Certificate



- *IF* previously entered in Contacts

- Click **OK**

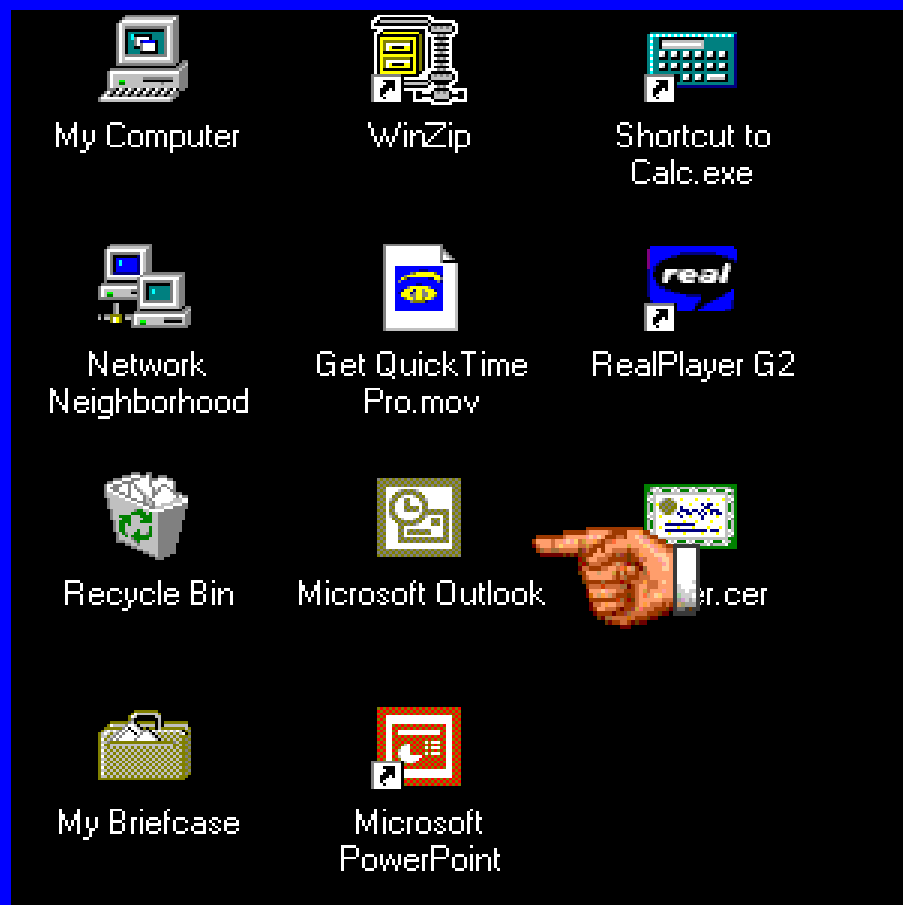


# Create Contacts & Add PKI Certs (cont)

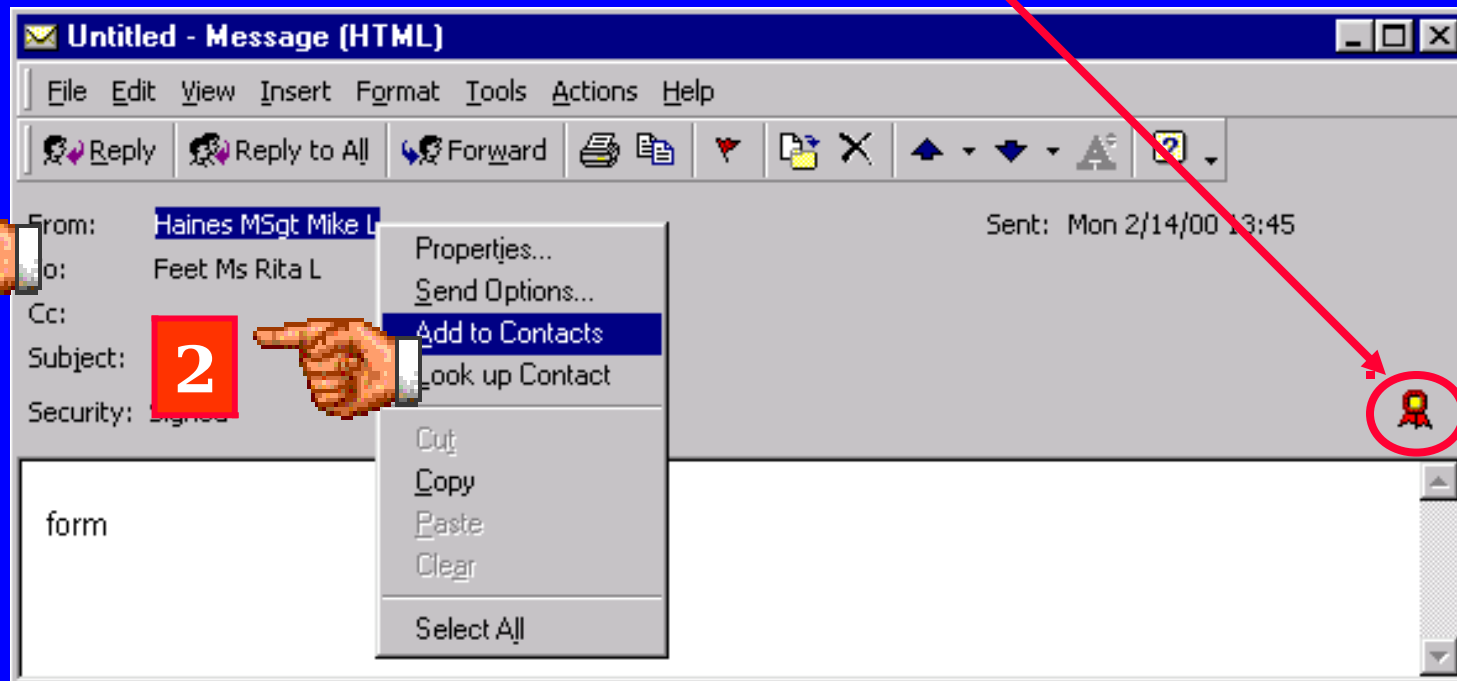
## Download Certificate



- Select certificate on the Desktop
- Delete certificate



# Create Contacts & Add PKI Certs (cont) Received Signed E-Mail



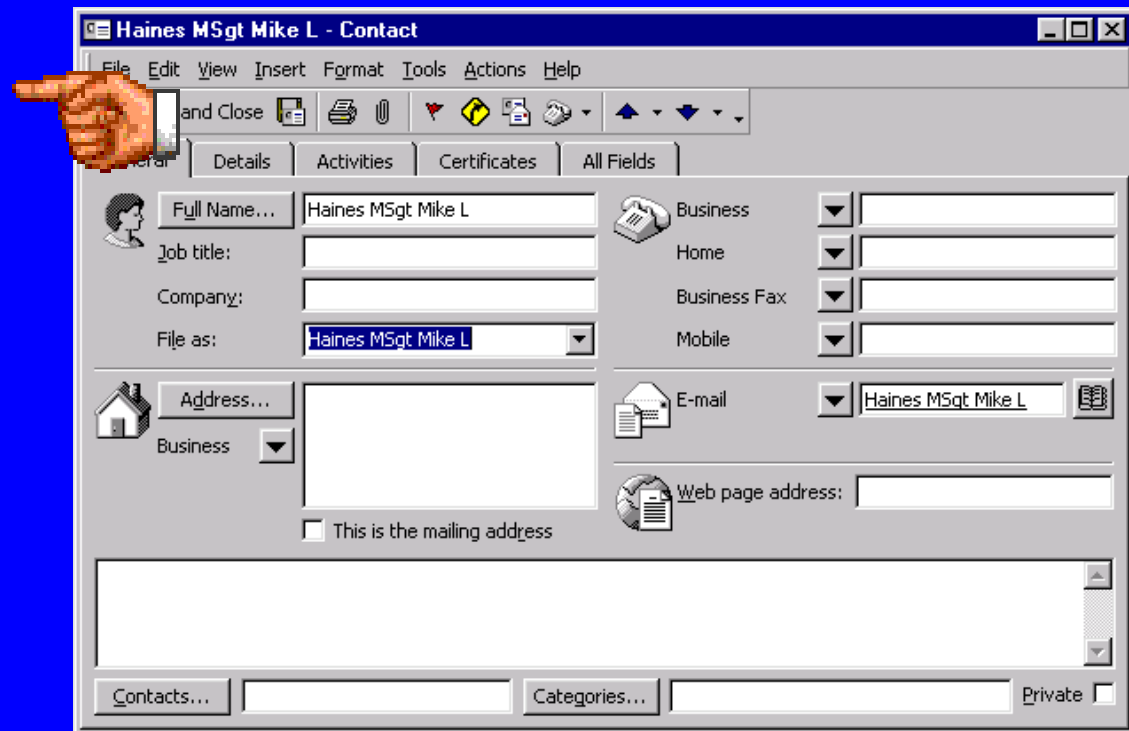
- Right click the individual's name in the "From" field
- Select **Add to Contacts**

# Create Contacts & Add PKI Certs (cont)

## Received Signed E-Mail



- Add or Change information as desired
- Click **Save and Close** button



Certificate is automatically stored in Contacts



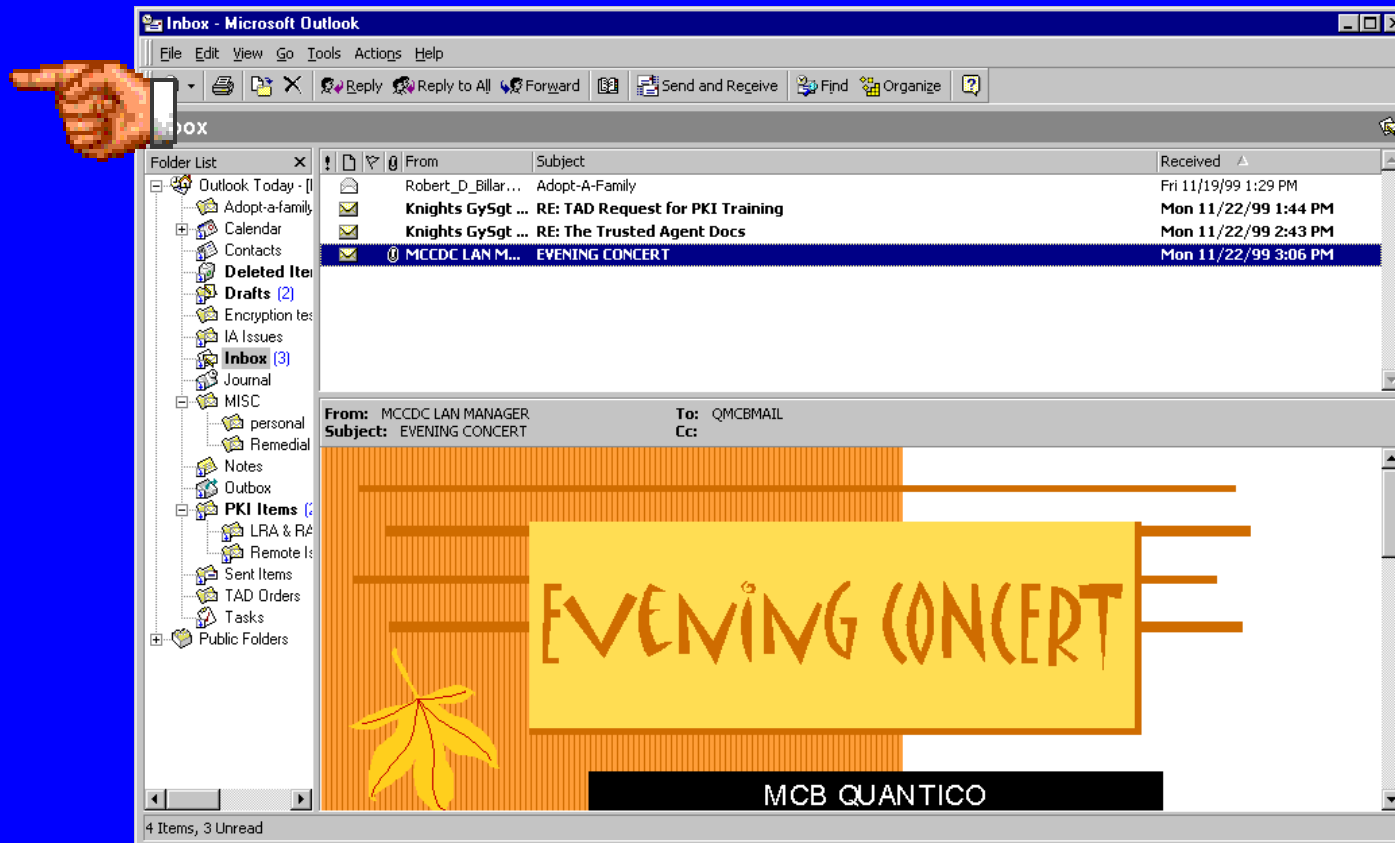
# **Outlook 2000 Certificate Utilization**



## **Lesson 5**

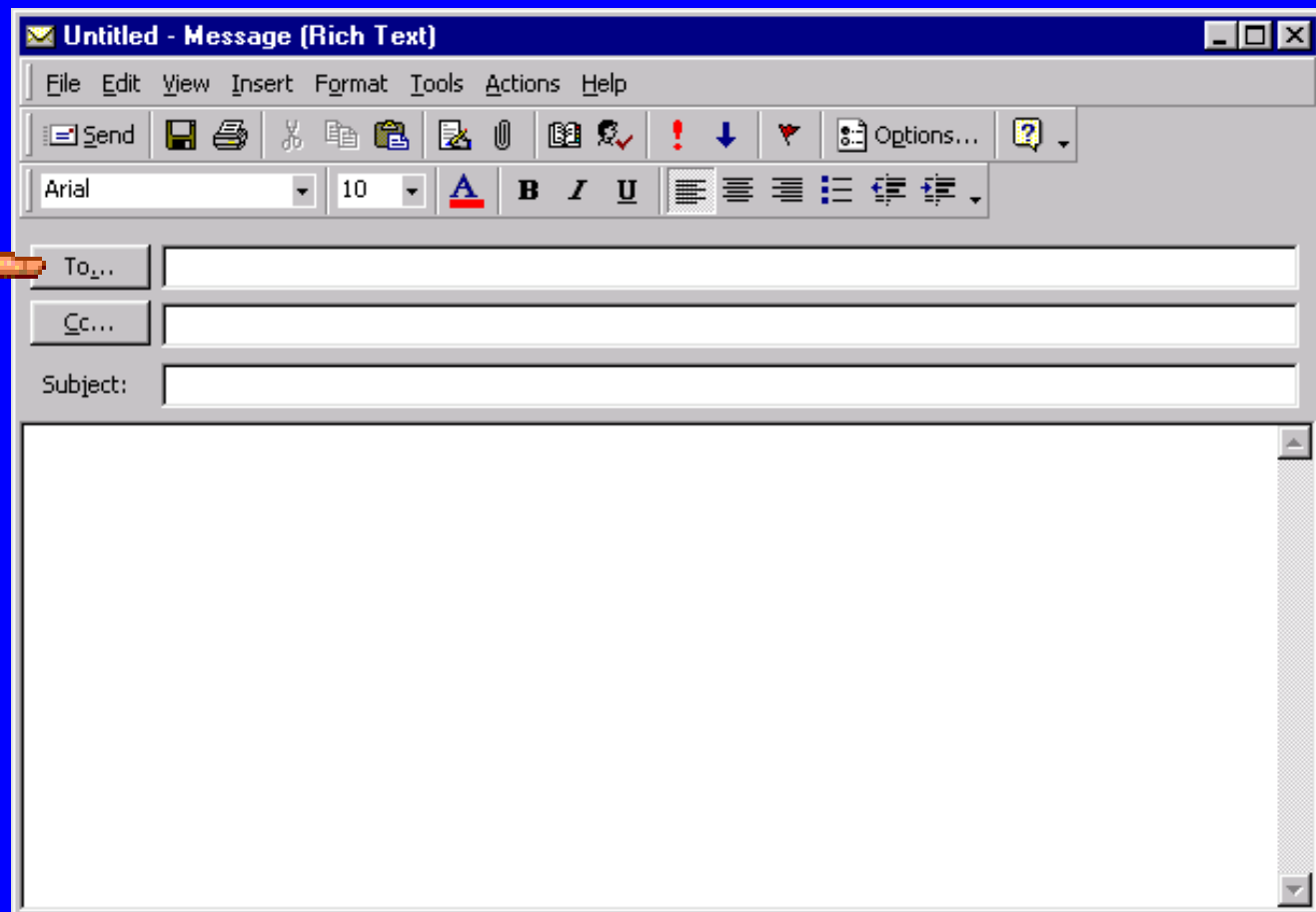
**Send DoD PKI Signed and  
Encrypted Message in Outlook**

# Send DoD PKI Signed and Encrypted Message



- Click **New Mail Message** button in Outlook Inbox

# Send DoD PKI Signed and Encrypted Message (cont)

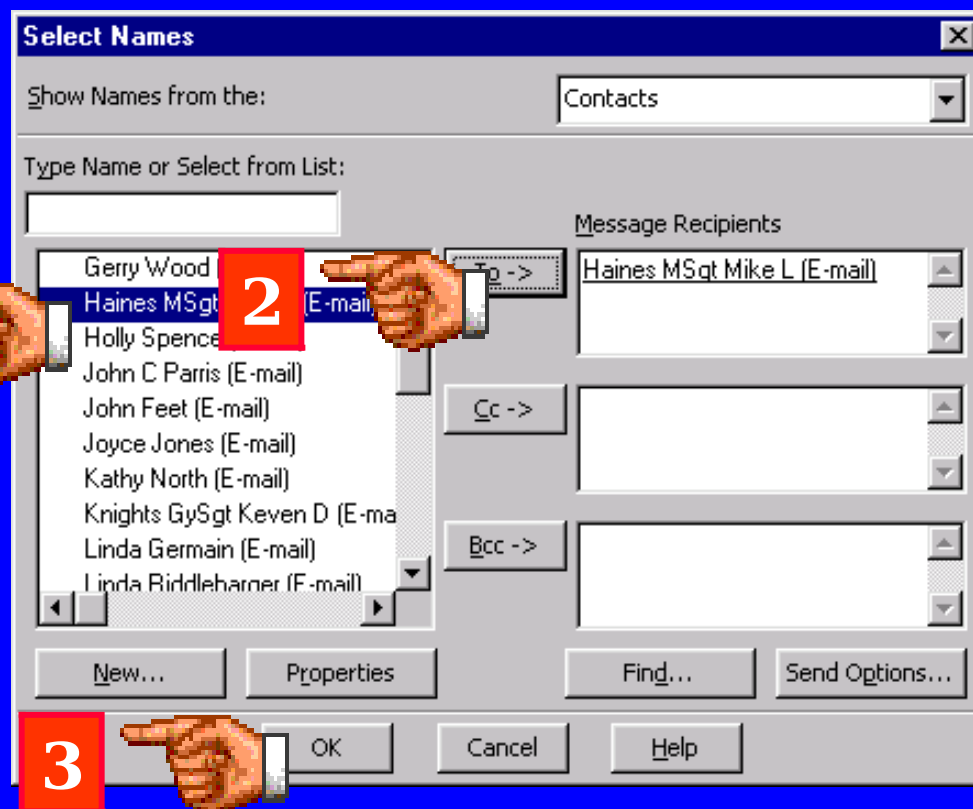


- Click To...

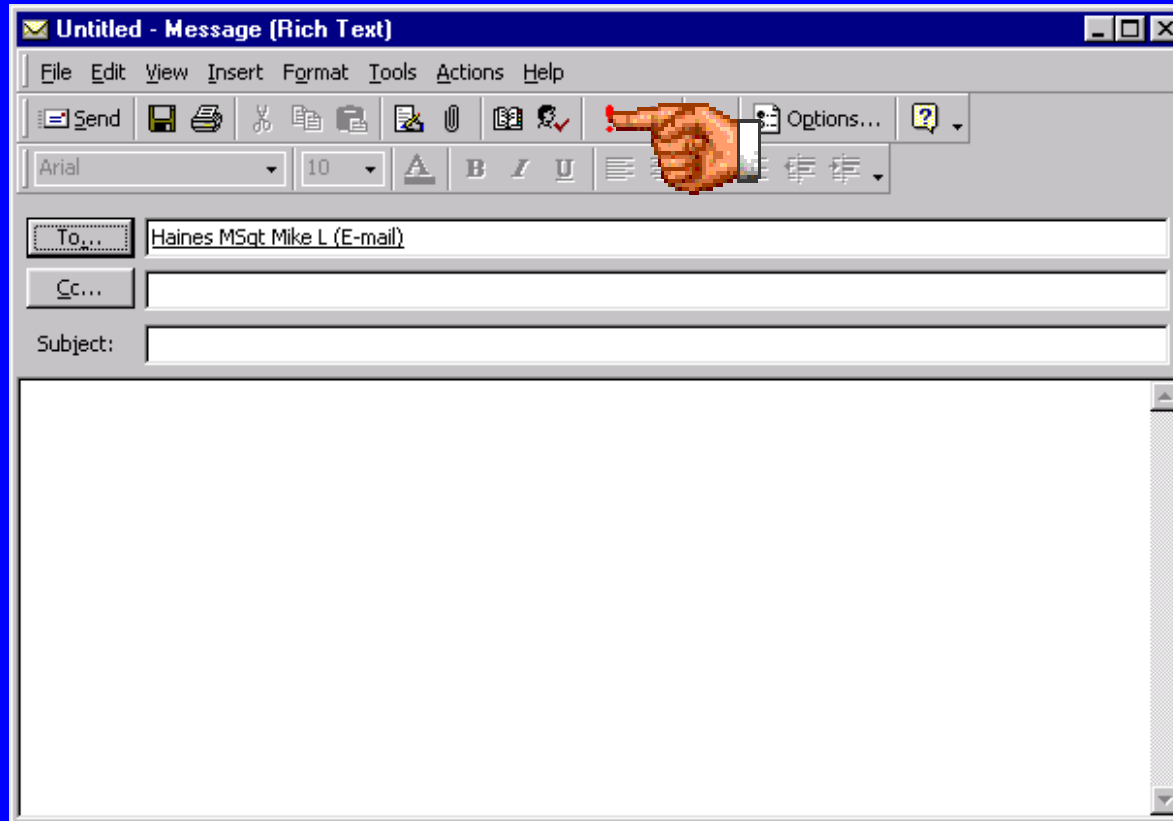
# Send DoD PKI Signed and Encrypted Message (cont)



- Select the desired individual **1**
- Click **To**
- Click **OK**



# Send DoD PKI Signed and Encrypted Message (cont)

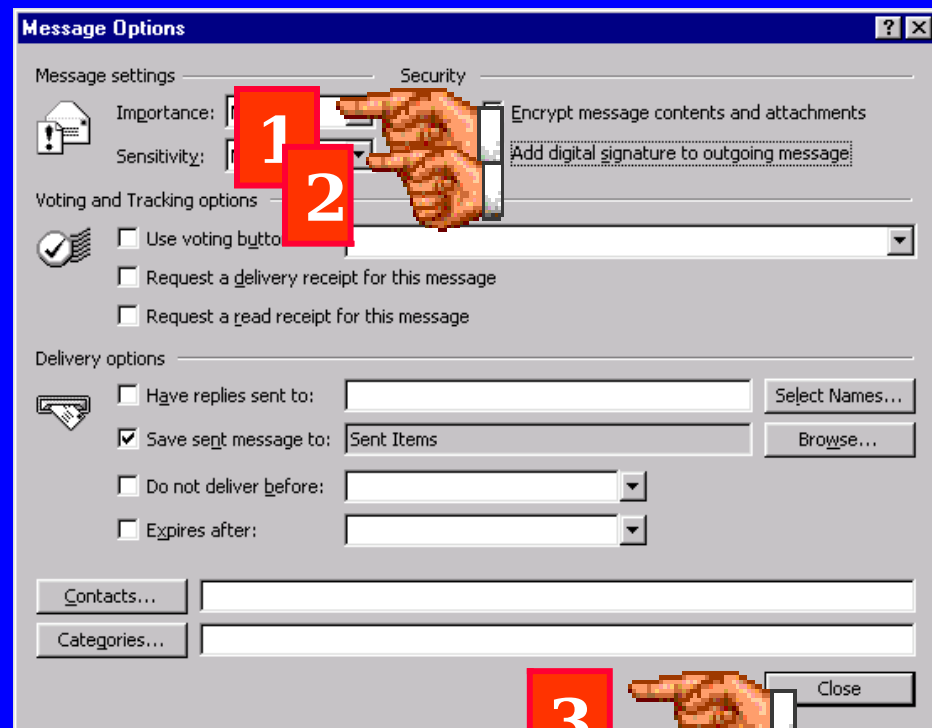


- Select Options

# Send DoD PKI Signed and Encrypted Message (cont)



- Check the appropriate blocks to sign and encrypt
  - ✓ Encrypt message contents and attachments
  - ✓ Add digital signature to outgoing message
- Click Close



# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



**Message Options**

**Message settings**

Importance: **Normal**

Sensitivity: **Normal**

**Security**

☐ Encrypt message contents and attachments

☐ Add digital signature to outgoing message

☐ Request secure receipt for this message

**Voting and Tracking options**

☐ Use voting buttons: [ ]

☐ Request a delivery receipt for this message

☐ Request a read receipt for this message

**Delivery options**

☐ Have replies sent to: [ ] **Select Names...**

☒ Save sent message to: **Sent Items** **Browse...**

☐ Do not deliver before: [ ]

☐ Expires after: [ ]

**Contacts...** [ ]

**Categories...** [ ]

**Close**

**Note the additional option to request secure receipt for this message, currently not selectable.**

# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



**Message Options**

**Message settings**

Importance: Normal

Sensitivity: Normal

**Security**

☐ Encrypt message contents and attachments

☒ Add digital signature to outgoing message

☐ Request secure receipt for this message

**Voting and Tracking options**

☐ Use voting buttons: [dropdown]

☐ Request a delivery receipt for this message

☐ Request a read receipt for this message

**Delivery options**

☐ Have replies sent to: [text box] [Select Names...]

☒ Save sent message to: Sent Items [Browse...]

☐ Do not deliver before: [dropdown]

☐ Expires after: [dropdown]

[Contacts...] [text box]

[Categories...] [text box]

[Close]

**Note when the digital signature selection is made option is now selectable.**



# \*\*\*\*\*MS 2000 Difference\*\*\*\*\*



**Message Options**

**Message settings**

Importance: Normal

Sensitivity: Normal

**Security**

☐ Encrypt message contents and attachments

☒ Add digital signature to outgoing message

☒ Request secure receipt for this message

**Voting and Tracking options**

☐ Use voting buttons:

☐ Request a delivery receipt for this message

☐ Request a read receipt for this message

**Delivery options**

☐ Have replies sent to: Select Names...

☒ Save sent message to: Sent Items Browse...

☐ Do not deliver before:

☐ Expires after:

Contacts...

Categories...

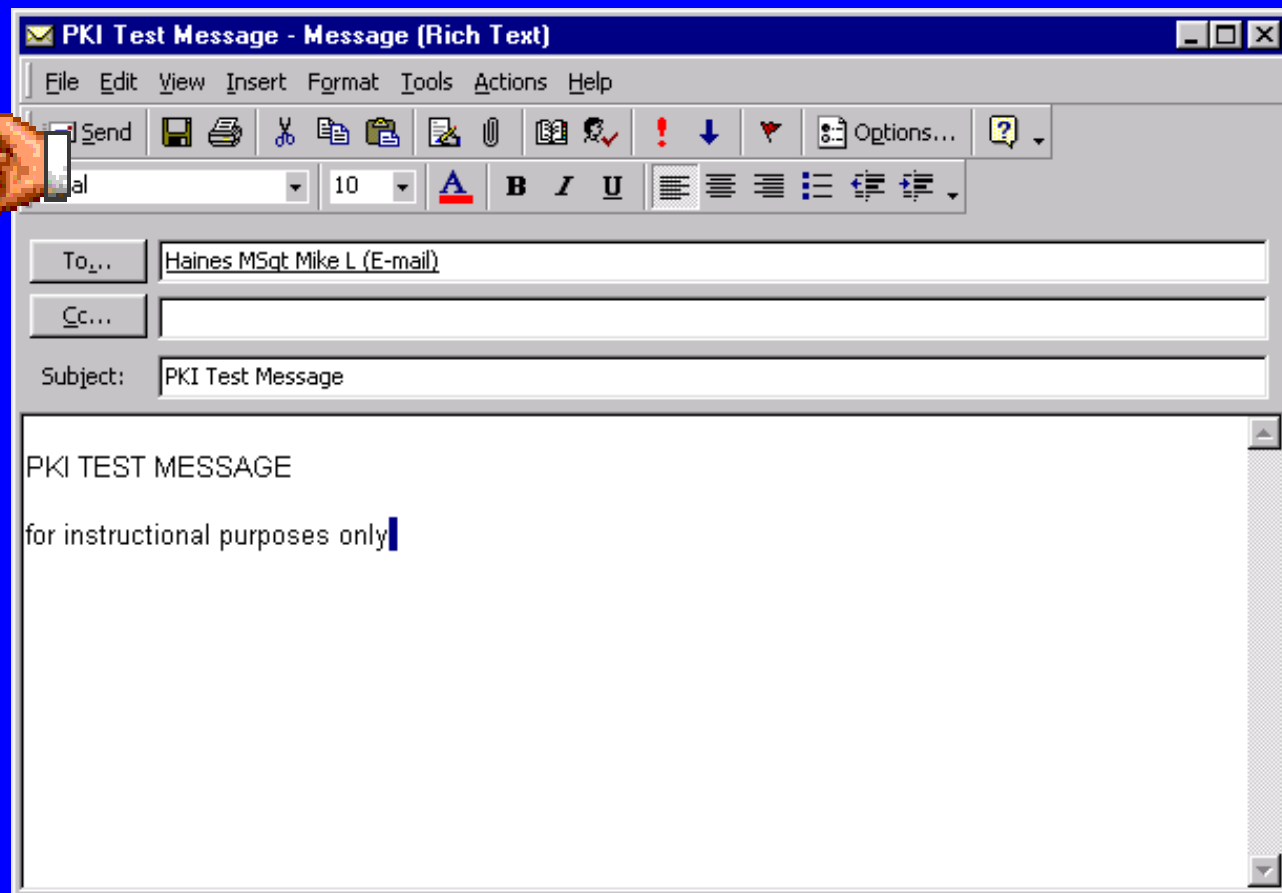
Close

**You may select the Request secure receipt for this message**

# Send DoD PKI Signed and Encrypted Message (cont)



- Complete message
- Click Send



# Send DoD PKI Signed and Encrypted Message (cont)

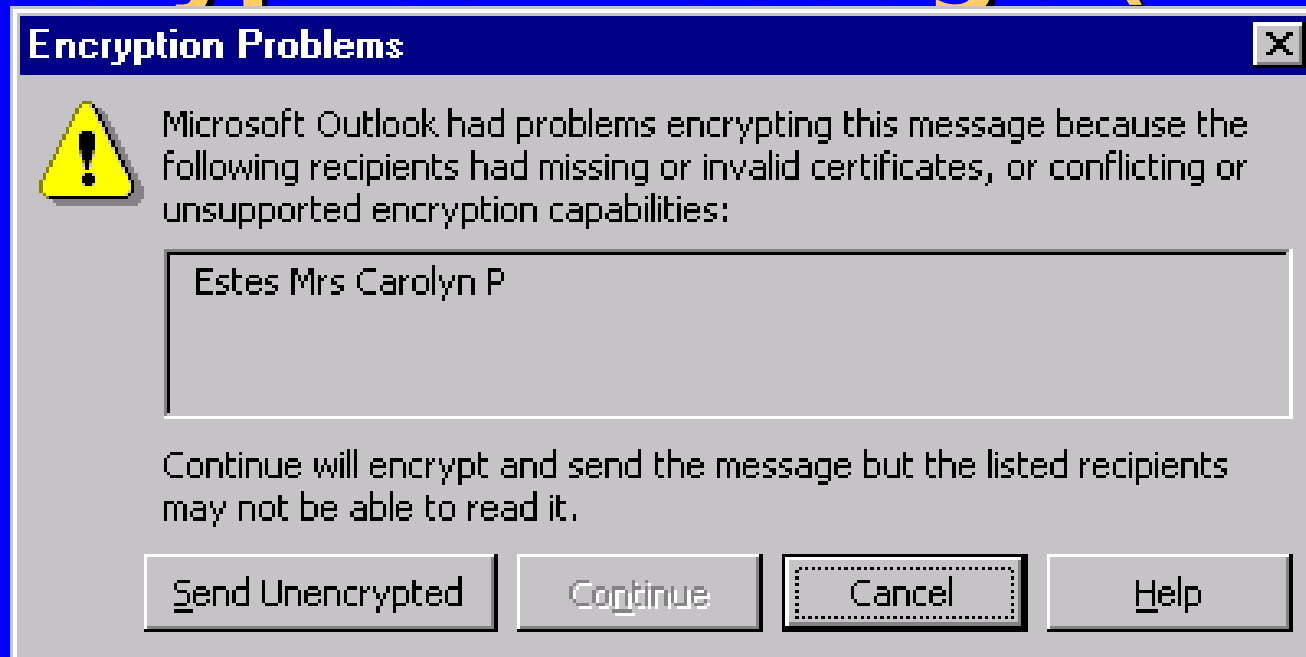


- Enter password
- Do **NOT** check “Remember password”
- Click **OK**



**The signed and encrypted message has been**

# Send DoD PKI Signed and Encrypted Message (cont)



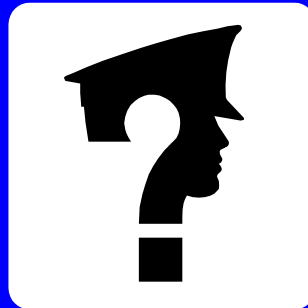
- This error message will appear if you do not have the recipient's public key or the DOD Roots are not installed

# Summary for Outlook 2000 Certificate Utilization



- Required software must be loaded
- Load certificates into IE / Outlook
- Load E-Mail Certificate
- Configure Outlook for certificate utilization
- Add MS Outlook Contacts and PKI Certificates to Contacts
- Send DoD PKI signed & encrypted message in Outlook

# **Outlook 2000 Certificate Utilization Instructions**



**What are your Questions?**



# PKI

## MCEN Remote Access



- Types of Remote Access
  - Remote Access Server (RAS)
  - Outlook Web Access (OWA)
  - Blackberry



# PKI

## MCEN Remote Access



- Remote Access interoperability as of: 12/11/2001
  - Remote Access Server (RAS) dial-up
    - PKI works normally
  - Outlook Web Access (OWA)
    - MS OWA does NOT currently support PKI
    - Signed e-mail – download as a file and read as .txt
    - Encrypted e-mail – unable
    - MS to rework OWA architecture – no expected date
    - Solution by third party is working
      - Expected delivery mid CY02

# PKI

## MCEN Remote Access



- Remote Access interoperability as of: 12/11/2001 (cont)
  - Blackberry
    - Blackberry does NOT currently support PKI
    - Signed or Encrypted e-mail - unable
    - Solutions by third party and Blackberry are working
      - Expected delivery mid CY02